



Mackay State High School

Is seeking applications for a
3-day per week (7am – 4pm)

Temporary Schools Officer – Facilities & Grounds

As the Schools Officer, Facilities and Grounds at Mackay State High School you will contribute to the efficient and effective operation and environment of the school by providing a high level of facilities and grounds care and support to the Principal, Business Manager or nominated delegate. You will perform a range of activities to ensure that the school is maintained to a high standard, follow set instructions and have independence to perform a variety of day to day services that work to enhance the physical environment of our school.

Interested applicants should send their **resume and selection criteria** to Troy Twomey (Business Manager) – ttwom4@eq.edu.au by **Friday 13th March**. This position is for an immediate start.

To apply please provide the following information:

- a **brief resume including contact details for 2 referees** (one of whom should be your current supervisor)
- a **maximum 2 page written response** outlining your suitability for the role referring to the key capabilities (selection criteria) below.

Selection Criteria

1. Supports strategic direction

Demonstrated ability to understand the work environment of a school, along with an awareness of the need for security in relation to buildings, access, personal property and equipment.

2. Achieves results

Knowledge of and ability to apply workplace health and safety standards

3. Supports productive working relationships

Ability to develop positive working relationships with team members; actively listen to colleagues liaising and establishing good working relationships with departmental staff, outside providers and contractors to implement and maintain grounds and/or facility operational management and provide services relevant to the operations of school.

4. Displays personal drive and integrity

Ability, or the skill to rapidly acquire the ability, to use and maintain, portable hand tools, cleaning equipment; photocopiers and printing machines and computers with pre-established programs.

5. Communicates with influence

Effective interpersonal, written and oral communication skills.

Please refer to the Role Description below

Schools Officer – Facilities & Grounds Role Description

As the Schools Officer, Facilities & Grounds you will have responsibility for the following:

- Provide general facility maintenance repairs to classrooms including repairing/painting of walls/surfaces, general repairs to classroom furniture, installation of noticeboards/whiteboards, installation of classroom light bulbs, installation and hanging of classroom drapes and curtains. Also any general maintenance of facilities as directed by your supervisor within the employees capability.
- Maintenance of the school grounds and gardens including planting, mowing, whipper snipping, hedging and weeding of the schools grounds. Any general grounds care work as directed by your supervisor within the employees capability.
- A range of day to day activities that may include delivering and collecting mail, parcels and documents; recording and delivering of messages; printing and photocopying; preparing classrooms for examinations and preparing activity/assembly halls, including moving/arranging furniture and seating; removing and relocating furniture from room to room; general store duties including receipting, opening up, checking, storing and distributing school supplies and stocks; maintaining various registers; and stocktaking and recording/engraving of school equipment/furniture and assets.
- Assist with a range of duties that include clearing and hosing of drains and gutters; collection of waste, food and paper on school grounds as agreed by relevant staff and the Principal, Business Manager and/or nominated delegate; undertaking immediate action cleaning duties (outside the normal operating hours of the school's cleaning staff); assist with requirements for significant events such as fetes, plays and major sporting events.
- Support with a variety of security duties at the school including locking and unlocking buildings (within core hours).
- Ensure compliance with workplace health and safety (WHS) requirements including maintenance of a safe work environment; bring to appropriate attention any safety hazards; manage equipment records; and maintain tools and equipment for repair services (as per manufacturer's service manual).
- Attend to/or arrange repairs and maintenance within the school, including those which relate to furniture and equipment; locks and windows; and school facilities.
- Provide basic maintenance of equipment specific to schools with students with disabilities.
- Communicate and discuss with Principal/Business Manager or nominated delegate on matters regarding periodic maintenance of facilities. Liaise with various internal and external personnel (e.g. tradespersons) and students on issues of lost property and damage to facilities.