

## JOB DESCRIPTION

<b>Agency</b>	Department of Education			<b>Work Unit</b>	Parap Primary School
<b>Job Title</b>	Maintenance Officer			<b>Designation</b>	Physical 2
<b>Job Type</b>	Full Time			<b>Duration</b>	Fixed from 01/04/2020 to 31/03/2021
<b>Salary</b>	\$50,874 - \$51,922			<b>Location</b>	Darwin
<b>Position Number</b>	5834	<b>RTF</b>	183774	<b>Closing</b>	24/02/2020
<b>Contact</b>	Debby Gribben, Business Manager on 08 8822 922 or <a href="mailto:debby.gribben@ntschoools.net">debby.gribben@ntschoools.net</a>				
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>				
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached detailed resume/cv.</b> For further information for applicants and example applications: <a href="#">click here</a>				
<b>Information about Selected Applicant's Merit</b>	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: <a href="#">click here</a>				
<b>Special Measures</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved <b>Special Measures</b> recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: <a href="#">click here</a>				
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=183774">https://jobs.nt.gov.au/Home/JobDetails?rtfId=183774</a>				

### **Primary Objective:**

Maintain the buildings and property in a functional, neat and orderly condition and provide support for staff and students according to school policy and procedures and Health and Safety regulations.

### **Context Statement:**

Darwin's longest established government school, Parap Primary School is located close to the city centre. The school is a learner-centred, nurturing environment, guided by explicit values encapsulated in its motto, *Working Together*. An emphatic focus is placed on quality learning outcomes for all students curriculum wide. The Maintenance Officer in schools play a key role in supporting Principal, Business Manager and teachers.

### **Key Duties and Responsibilities:**

1. Regularly inspect and undertake general repairs and maintenance to school buildings and grounds that require technical, general handyman or tradesman skills as required. This includes grounds maintenance including irrigation repairs.
2. Carry out a range of tasks to make sure the school premises are in a neat and orderly condition.
3. Action potential health and safety risks by immediately reporting or exercising judgement in sorting out the problem.
4. Oversee the satisfactory completion of repairs referred to outside contractors.
5. Maintain toilets and wet areas in a clean and hygienic state during school hours.
6. Inspect and unlock the school premises each morning before start time, and liaise with appropriate personnel to ensure safety and security of buildings and surroundings.
7. Carry out minor purchasing, collection of stores, mail and provide a courier service as required. Receive, unpack and distribute stores as directed and assist with moving furniture and fittings as required.
8. Assist on school excursions, camps, sports days and other special events as required.

### **Selection Criteria**

#### **Essential:**

1. Demonstrated ability to maintain a high level of confidentiality.
2. Ability to work as part of the school team, use initiative, determine priorities, meet deadlines and work independently.
3. Ability to interact effectively with the public, contractors, school staff and students and people from diverse cultures.
4. Maintenance/general handyman/gardens experience with an ability to produce a high standard of finished work in a timely manner.
5. Possess a current Working with Children Clearance Notice and NT Drivers Licence.

#### **Desirable:**

1. A relevant trade certificate is highly desirable or recognised equivalent trade experience or technical knowledge of practices, procedures and skill obtained through considerable training or experience.