

JOB DESCRIPTION

Agency	Department of Education		Work Unit	Katherine South Primary School	
Job Title	Maintenance Officer		Designation	Physical 3 - RDO	
Job Type	Full Time		Duration	Fixed to 13/04/2021	
Salary	\$51,922 - \$53,102		Location	Katherine	
Position Number	7307	RTF	186036	Closing	31/03/2020
Contact	Jacqui Paull on 08 8972 1277 or jacqui.paull@ntschoools.net				
Agency Information	www.education.nt.gov.au				
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv. For further information for applicants and example applications: click here				
Information about Selected Applicant's Merit	If you are selected and 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: click here				
Inclusion & Diversity	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.				
Special Measures	Under an approved Special Measures recruitment plan, Aboriginal and Torres Strait Islander 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.				
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfld=186036				

Primary Objective: Maintain the school premises, its buildings, grounds and equipment in a safe, neat and orderly condition in accordance with Department standards and Occupational Health and Safety regulations.

Context Statement: Katherine South Primary School is an open plan school of approximately 350 students. The primary school is located in Katherine South on Riverbank Drive and there are 2 preschools attached. Of the student enrolment, approximately 38% are Indigenous and 10% students of Defence families. The school is a learning community of multi-age classes with a clear focus on inclusiveness, celebrating diversity and growing a strong sense of community.

Key Duties and Responsibilities:

1. Conduct regular inspections of the school surrounds and buildings and report defects and safety and security concerns to the nominated officer.
2. Ensure the buildings and surrounds are maintained by undertaking a range of tasks, including tasks that may require technical knowledge and skills gained through training and experience.
3. Oversee the satisfactory completion of repairs conducted by outside contractors.
4. Assist with school excursions, camps, concerts, sports days and other special events as required.

Selection Criteria

Essential:

1. Sound communication and interpersonal skills to correspond appropriately with staff, students, the public and contractors.
2. Building and general 'handyman' experience with the ability to produce high standard of finished work in a timely manner. Ability to work as part of the school team, use initiative, prioritise workload and work with limited supervision.
3. Can perform a variety of tasks which require knowledge of standards, practices and procedures and skills obtained through considerable training and experience that can be used within his/her school maintenance officer duties.
4. Relevant trade experience or knowledge that would assist in maintaining and replacing school property and grounds such as a welding certificate to enable the repair of chairs or tables.
5. Knowledge and experience of Occupational Health and Safety practices and procedures.
6. Possess a current NT Drivers Licence with Light Rigid Endorsement.
7. Possess a current working with children's ochre card.

Desirable:

1. Commitment to obtaining additional qualifications or licences as required.
2. A relevant trade qualification, trade experience or technical knowledge and skills obtained through further training.

Approved: 17th March 2020

Karen Taylor, A/Principal