

## JOB DESCRIPTION

Agency	Department of Education	Work Unit	MacFarlane Primary School
Job Title	Maintenance Officer	Designation	Physical 3 - RDO
Job Type	Full Time	Duration	Fixed from 07/05/2020 to 12/03/2021
Salary	\$51,922 - \$53,102	Location	Katherine
Position Number	41729 RTF 185846	Closing	01/04/2020
Contact	Lisa Alexander, Business Manager on 08 8965 1700 or <a href="mailto:lisa.alexander@ntschoools.net">lisa.alexander@ntschoools.net</a>		
Agency Information	<a href="http://www.education.nt.gov.au/">http://www.education.nt.gov.au/</a>		
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: <a href="#">click here</a>		
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: <a href="#">click here</a>		
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	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=185846">https://jobs.nt.gov.au/Home/JobDetails?rtfId=185846</a>		

**Primary Objective:** The Maintenance Officer, as directed by the Administration Manager, is required on a daily basis to ensure the physical conditions of the School are of a high standard and meet industry Work Health and Safety standards.

**Context Statement:** MacFarlane Primary School, located in Katherine, provides education for 220 Pre-school to Year 6 students, of which 91% of students are Indigenous. The school's priorities are to improve literacy and numeracy outcomes and ensure the wellbeing of all students and staff members. MacFarlane Primary School focuses on children attending school every day and being taught by committed teachers. MacFarlane engages in many alternative projects to stimulate oracy across the school and build resiliency and respect within the school community. MacFarlane has a strong focus on the establishment of community partnerships and the inclusion of Indigenous culture in our programs.

### **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. Monitor and maintain all areas around the School with particular attention to ablution blocks and wet areas during school hours and ensure that duties involving Work Health and Safety are effectively addressed and in a timely manner.
4. Oversee the satisfactory completion of repairs conducted by outside contractors.
5. Assist with school excursions, camps, concerts, sports days and other special events as required.
6. Monitor irrigation system and facilitate repair as required.
7. Bus run 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.
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.

**Further Information:** The successful applicant must have or be in the process of obtaining, a current Working with Children Card.

Approved: 01 November 2019

Marie Bryans-Chaplin- Principal MacFarlane PS