

JOB DESCRIPTION

Agency	Department of Education			Work Unit	Gray School
Job Title	Maintenance Officer			Designation	Physical 4
Job Type	Full Time			Duration	Fixed to 21/12/2020
Salary	\$54,589 - \$56,217			Location	Palmerston
Position Number	7501	RTF	173965	Closing	24/09/2019
Contact	Anne Griffiths on 08 8932 1700 or anne.griffiths1@ntschoools.net				
Agency Information	http://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?rtfid=173965				

Primary Objective:

As a member of the school team and under the direction of the Principal/Administration Manager, the Maintenance Officer is required to play a key role in ensuring the high standard of security, maintenance, safety and presentation associated with the day-to-day physical conditions of the school.

Context Statement:

Gray Primary School is an urban school situated in Palmerston with a student population of approximately 370 including Preschool. The school community has a large number of indigenous and English as a second language families. The school is driven by its mission statement that is '*learning with respect, pride and teamwork*' and promotes high achievement in a safe, disciplined and caring environment. The school has an operational plan and attendance plan in place which reflects the priorities of addressing student attendance and student achievement levels. Gray Primary School is a Charles Darwin University Teaching School.

Key Duties and Responsibilities:

1. Assume responsibility for the maintenance of buildings and surrounds by regular inspections and reporting defects, including overseeing the satisfactory completion of repairs referred to outside contractors.
2. Monitor and maintain all areas in and around the school and ensure that duties involving work health and safety are effectively addressed.
3. Perform the necessary duties to ensure the security of the school and its surrounds.
4. Assist with moving equipment, purchasing and carrying out courier services as required.
5. Assist staff and School Council members with school events and projects as required.
6. Carry out ground maintenance tasks on a regular basis to ensure a safe and pleasant school environment.
7. Prioritise and perform work tasks, under limited supervision and in a reliable manner, whilst adhering to school and DoE policies.

Selection Criteria

Essential:

1. Demonstrate ability to carry out inspections and minor maintenance of buildings and infrastructure.
2. Demonstrated ability to maintain and develop the school gardens and grounds including irrigation systems.
3. Demonstrated understanding of issues pertaining to the security of the premises.
4. Demonstrate ability to work as part of a team and communicate effectively with people from diverse cultures.
5. Current Working with Children Clearance Notice
6. Current NT C drivers licence.

Desirable:

1. Current NT LR drivers licence
2. Trade qualifications or building maintenance experience.

Approved: January 2019

Rebekah Stapleton, Principal