**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Rosebery Primary School |
| **Job Title** | Maintenance Officer | **Designation** | Physical 4 RDO |
| **Job Type** | Full Time | **Duration** | Ongoing  |
| **Salary** | $54,589 - $56,217 | **Location** | Palmerston  |
| **Position Number** | 30418 | **RTF** | 180031 | **Closing** | 18/12/2019 |
| **Contact** | Gail Smith, Principal Rosebery Primary School on 08 7923 0100 or gail.smith@ntschools.net  |
| **Agency Information** |  [www.education.nt.gov.au](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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) |
| **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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) |
| **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=180031>  |

**Primary Objective:** Under the direction of the Business Manager maintain buildings and property in a functional, neat and tidy condition and provide support for staff and students according to school policy and procedures and Work, Health and Safety regulations.

**Context Statement:** Rosebery Primary School has approximately 550 students and is a purpose built school which includes a double preschool. Rosebery Primary School is architecturally designed with innovative learning spaces where co-teaching is a focus using a unique and improved style of collaboration between students. Working collaboratively and our play-based investigative approach to teaching in our Early Years are key to success of our innovative teaching practices at Rosebery Primary School. Our focus has been to develop an Enrichment Hub where children with special needs are catered for mainly within mainstream classes. Through highly motivating and structured programs we aim to meet the needs of all students identified through the Enrichment Hub. We have a significant focus on the Performing Arts, Technology and on the establishment of strong family and community partnerships.

**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 as well as carry out a range of tasks to maintain school premises in a neat and tidy condition.
2. Action potential Work, Health and Safety risks by immediately reporting or exercising judgement in resolving the risk, inspect and unlock/lock school premises at the required times and report immediately unusual activity e.g. vandalism, break in etc.
3. Carry out minor purchasing, collection and distribution of stores and mail/courier as required. Assist with moving furniture and fittings as required.
4. Transporting students by driving the School Bus.
5. Manage any onsite contractors and ensure a high quality of work is carried out at all times.

**Selection Criteria**

**Essential:**

1. Demonstrated experience and ability to produce a high standard of finish whilst working independently with general handyman projects and gardens/grounds maintenance.
2. Current Working with Children Clearance (Ochre Card)
3. Current LR Class Northern Territory driver’s licence or the ability to obtain.
4. A relevant trade certificate or recognised equivalent trade experience or technical knowledge of practices, procedures and skill obtained through considerable training or experience.
5. Demonstrated experience managing contractors coming onto school grounds.

**Further Information:**

1. Current First Aid Certificate
2. Experience in working in an educational setting.

**Approved: 19 September 2018 Gail Smith, Principal Rosebery Primary School**