

Position Description

School Officer – Facilities (SOF)

Role Description

As the School Officer, Facilities, the SOF will contribute to the efficient and effective operation and environment of the school by providing a high level of care for facilities and support to the Principal and the Business Manager.

The SOF performs a range of duties to ensure that the school is maintained to a high standard of presentation and repair; follow set instructions; and have independence and implied initiative to perform a variety of day-to-day services that are routine in nature.

Qualifications

Trade Certificate or experience and/or qualifications deemed by the employer appropriate to successfully carry out the duties of the position.

Knowledge and Skills

- Competency at this level requires proven expertise and understanding of school facilities operations, standards and application of suitable processes.
- Capability to perform activities consistent with workplace, health and safety guidelines and procedures with regard to government facilities.
- Undertake a range of functions, which may require the practical application of high-level skills relevant to the role.
- Demonstrated experience to analyse requirements, identify solutions, plan and coordinate cost effective renewal projects, following documented methods and instructions.
- Sound knowledge and compliance with regulations, codes and specifications relevant to the role.
- Skillset that enables the role to undertake required procedures without intensive supervision.

Specific Position Skills

- Responsible for a range of day to day activities that may include delivering parcels and orders to various areas of the College; preparing classrooms for examinations and preparing activity/assembly halls, including moving/arranging furniture and seating; removing and relocating furniture from room to room; general store duties including checking, storing and distributing school supplies and stocks; maintaining various registers; and stocktaking and recording/engraving of school equipment/furniture and assets.
- Assist with a range of duties that include clearing and hosing of drains and gutters; collection of waste, food and paper on school grounds as agreed by the Principal and Business Manager; undertaking immediate action cleaning duties (outside the normal operating hours of the school's cleaning staff); assist with requirements for significant events such as open days, arts galas, plays and major sporting events.
- Support with a variety of security duties at the school that involve using and maintaining the school security systems; and locking and unlocking buildings.
- Ensure compliance with workplace health and safety (WHS) requirements including maintenance of a safe work environment; bring to appropriate attention any safety hazards; manage equipment records; and maintain tools and equipment for repair services (as per manufacturer's service manual).
- Attend to/or arrange repairs and maintenance within the school, including those which relate to furniture and equipment; locks and windows; and school facilities.
- Communicate and discuss with Business Manager and School Officer (WH&S/Maintenance) on matters regarding periodic maintenance of facilities.
- Liaise with various internal and external personnel (e.g. tradespersons) and students on issues of lost property and damage to facilities.
- Other duties, consistent with the duties and responsibilities of the position as directed by the Principal, Business Manager or nominated delegate.

Key Result Areas

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Supports strategic direction

Demonstrated ability to understand the work environment of a school, along with an awareness of the need for security in relation to buildings, access, personal property and equipment.

2. Achieves results

Knowledge of and ability to apply workplace health and safety standards and knowledge of other legislation relevant to the undertakings of the role.

3. Supports productive working relationships

Ability to develop positive working relationships with team members; actively listen to colleagues liaising and establishing good working relationships with departmental staff, outside providers and contractors to implement and maintain facility operational management and provide services relevant to the operations of school.

4. Displays personal drive and integrity

Ability, or the skill to rapidly acquire the ability, to use and maintain, school facilities, including the school security system; portable hand tools; photocopiers and printing machines and computers with pre-established programs.

5. Communicates with influence

Effective interpersonal, written and oral communication skills.

Authority Limits

Authority is delegated by the Principal and/or Business Manager to the role holder to produce the desired outcomes.

The role holder will liaise with contractors to discuss potential contractual arrangements but does not have the authority to enter into contracts on behalf of the College. Consultation with the College Business Manager will be necessary to finalise these agreements and will comply with College policies and procedures, including relevant WH&S legislation.

Reporting and Other Relationships

The role holder is responsible to and reports directly to the Business Manager. Significant relationships exist with members of the College Leadership Team, other College staff members, parents, students, governmental agencies, community members and staff of Brisbane Catholic Education.

Additional Information

The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The College is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/

A non-smoking policy applies in and around all College buildings, offices and motor vehicles.

Appointment and Classification

- The appointment is full-time continuing (48 weeks + 4 weeks annual leave – to be negotiated the timing of leave).
- Level of classification is negotiable and dependant on skills.
- Remuneration is as per the Educational Services (Schools) General Staff Award.
- Hours of duty are 76 hours per fortnight (start and finish times negotiable).
- This role description is reviewed regularly to ensure its relevance. The Business Manager and Principal may assign other duties to the role as the need arises.