

Job description

Agency	Department of Education	Work unit	Larapinta Primary School
Job title	Maintenance Officer	Designation	Physical 2
Job type	Full Time	Duration	Fixed for 12 months
Salary	\$52,146 - \$53,220	Location	Alice Springs
Position number	15940	RTF	220452
		Closing	15/09/2021
Contact	Brenda Jolley, Principal, Larapinta Primary School on 08 8958 5155 or b.jolley@education.nt.gov.au		
About the agency	www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=220452		

Applications must be limited to a one-page summary sheet and detailed resume

Information for applicants – Inclusion and diversity and Special measures

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

Primary Objective:

Maintain the facilities of the school including buildings, grounds, security and vehicles, to provide a safe and secure learning environment.

Context Statement:

Larapinta Primary School is a dynamic and inclusive Transition to Year 6 urban primary school. The school incorporates a Preschool, a Child and Family Centre and an Early Learning Centre.

Key Duties and Responsibilities:

1. Carry out repairs and maintenance to buildings, fixtures and fittings to ensure a safe learning environment and compliance with regulations and ensure that school grounds are cleaned and buildings and equipment are maintained to a high standard.
2. Liaise with and monitor the work of contractors when required to ensure specifications and regulations are met.
3. Maintain effective operational support services including relocation of furniture and equipment, local purchasing, relevant asset control and maintenance of vehicles and buildings to ensure safety of buildings and surrounds.
4. Attend after hours call-outs as required and liaise with appropriate personnel to ensure safety and security of buildings and surrounds.

Selection Criteria

Essential:

1. Current Working with Children Clearance Notice and current LR class driver's licence.
2. Proven ability to communicate effectively and courteously with students, school personnel, contractors, the public and people from diverse cultures.
3. Demonstrated understanding of safe work practices.
4. Demonstrated ability to complete a variety of repairs and maintenance to buildings, furniture, fittings and school grounds including reticulation and upkeep of garden areas.
5. Demonstrated ability to work as a member of a team, take direction, work individually with limited supervision, displaying initiative and flexibility and ability to prioritise work and meet deadlines.
6. Willingness to attend to after-hours callouts where required.

Desirable:

1. Qualifications in relevant trade or recognised equivalent trade experience and technical knowledge of practices, procedures and skills highly desirable.
2. Computer skills.

Further Information:

Larapinta Primary School is a non-smoking workplace. Applicants must have a current Working with Children Check and Northern Territory MR drivers licence.

Approved: Thursday 16th July, 2020

Trevor Read, Director School Improvement and Leadership