**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Jabiru Area School |
| **Job Title** | Maintenance Officer | **Designation** | Physical 3- RDO |
| **Job Type** | Full Time | **Duration** | Fixed to 14/02/2020 |
| **Salary** | $50,656 - $51,807 | **Location** | Jabiru |
| **Position Number** | 7628 | **RTF** | 170170 | **Closing** | 22/07/2019 |
| **Contact** | Sharon Rathley-Kulu on 08 8938 3333 |
| **Agency Information** | <https://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=170170>  |

Primary Objective: Maintain the buildings and property of Jabiru Area School in a functional neat and orderly condition in accordance with Government policies and Occupational Health and Safety regulations.

**Context Statement:** Jabiru Area school is a multicultural school within Kakadu National Park. It has about 220 students from Pre-school to year 12 with approximately half the students being indigenous.

**Key Duties and Responsibilities:**

1. Undertake general grounds maintenance activities which involve carrying out a range of tasks to maintain school premises in a clean and tidy condition and undertaking a range of landscaping and gardening/mowing duties as required.
2. Maintain school premises in an orderly condition and when necessary restore toilets and wet areas to a clean and hygienic state and report health and safety risks or exercise judgement in rectifying problems.
3. Ensure the security of school buildings and act as primary contact for the externally monitored alarm system outside school hours, on weekends and public holidays.
4. Unlock the school each morning and report any vandalism or break-in etc to the Business Manager.
5. Assist with the movement of furniture and whitegoods and record and report asset movements around the school as they occur. Distribute stores delivered to the school and assist with setting up school carnivals and fetes.
6. Assist with maintaining the school’s asset register by recording and reporting asset movements around the school as they occur.

Selection Criteria

### Essential:

1. Demonstrated ability to carry out inspections of school facilities and the capacity to undertake minor maintenance of buildings and fittings.
2. Ability to work within the framework of work health and safety guidelines.
3. Ability to communicate and interact effectively with public, contractors, school staff and students including people from diverse cultures.
4. Ability to operate machinery required for the maintenance of the school grounds and landscaping.
5. Ability to determine priorities, meet deadlines and work independently.
6. Current Working with Children clearance, Current NT Driver’s licence and Current Bus Drivers licence.

### Desirable:

1. Relevant trade certificates and experience and relevant technical knowledge maintenance related issues.

1. Demonstrated experience in gardening/grounds maintenance.
2. Ability to work with trainee/junior Physical Officer.
3. Ability to use school computer systems such as email to record and communicate various matters.

**Approved: Learne Dunne Principal Jabiru Area School**