

Job description

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| Agency | Department of Education | Work unit | Driver Primary School |
| Job title | Maintenance Officer | Designation | Physical 3 |
| Job type | Full time | Duration | Fixed for 12 months |
| Salary | \$62,045 - \$64,773 | Location | Palmerston |
| Position number | 7471 | RTF | 287826 |
| | | Closing | 29/01/2024 |
| Contact officer | Tracy McKay, Business Manager Driver Primary School on 08 8935 9050 | | |
| About the agency | https://education.nt.gov.au/ | | |
| Apply online | https://jobs.nt.gov.au/Home/JobDetails?rtfId=287826 | | |

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. 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](#). Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

Under the direction of the Business Manager, maintain school buildings, property and grounds in a functional, neat and tidy condition in accordance with school policies.

Context statement

Driver Primary School has a student population of close to 500 students from Preschool to Year 6. Comprising of 30% of students who identify as Indigenous and 15% who have English as a second language, our community is diverse. Driver Primary has high academic expectations for staff and students, centred around Visible Learning principles, collaborative planning and the use of data to drive intentional teaching. Key programs include the Kitchen Garden Program, Meaningful Maths, a specialist delivered Physical Education program and Indonesian.

Key duties and responsibilities

1. Regularly inspect and undertake general repairs and maintenance to Driver Primary School buildings, property and grounds that require technical, general handyman or tradesman skills as required.
2. Carry out grounds maintenance tasks such as trimming, mowing, blowing, water-blasting, whipper-snipping, weeding, poisoning, pruning, watering and planting new vegetation as required to ensure a high standard of presentation is upheld.
3. Carry out a range of tasks to maintain school premises in a neat and tidy condition including external painted walls.
4. Action potential Work, Health and Safety risks by immediately reporting or exercising judgement in resolving the risk.
5. Oversee the work of contractors to ensure work is completed satisfactorily, meeting specifications and regulations.
6. Maintain toilets and wet areas in a clean and hygienic state during school hours.
7. Inspect and unlock school premises each morning. Report immediately and act to resolve any unusual activity e.g. vandalism, break in etc.
8. Carry out minor purchasing, collection and distribution of stores, mail/courier, banking, moving and storage of furniture and fittings as required.
9. Assist with school excursions, camps, sports days, school road crossing and other special events.
10. Maintain personal work areas in a neat, orderly and safe manner, including appropriate use, storage and maintenance of tools, chemicals/fuels, paint and powered equipment.
11. Prioritise and perform work tasks reliably, under limited supervision, whilst adhering to school and DoE policies.

Selection criteria

Essential

1. Well-developed interpersonal skills to communicate appropriately with staff, students, community members and contractors, from diverse cultures and backgrounds.
2. Demonstrated experience and ability to produce a high standard of finished work in a timely manner, whilst working independently with general handyman projects and gardens/grounds maintenance.
3. Current Northern Territory driver's licence.
4. A current Working with Children Clearance Notice.

Desirable

1. A relevant trade certificate or recognised equivalent trade experience or technical knowledge of practices, procedures and skill obtained through considerable training or experience.

Further information

The successful applicant must have no significant criminal record confirmed by a Police Criminal History check and have, or be in the process of obtaining, a current Working with Children Card and current First Aid Certificate.

Comprehensive Secondary School.

Approved: January 2024

Warwick Peter-Budge, Principal, Driver Primary School