



Maleny State School

Connected Learners – Creative Leaders

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Temporary Vacancy Schools Officer (Grounds & Facilities) – 38hrs/week Maleny State Primary School

Your opportunity:

As the Schools Officer, Grounds and Facilities you will contribute to the efficient and effective operation and environment of the school by providing a high level of grounds and facilities to the Principal, Business Manager or nominated delegate.

You will perform a range of activities to ensure that the school is maintained to a high standard; follow set instructions; and have independence to perform a variety of day to day services that are routine in nature. However, the role receives regular supervision when undertaking duties that are non-routine in nature.

As the Schools Officer, Grounds and Facilities you will not be required to perform any task or repairs that would normally require the services of a qualified tradesperson.

The position reports directly to the Principal, Business Manager or nominated delegate.

Your role:

As the Schools Officer, Grounds and Facilities you will have responsibility for the following:

- Responsible for a range of day to day activities that may include delivering and collecting mail, parcels and documents; recording and delivering of messages; printing and photocopying; 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 receipting, opening up, 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 relevant staff and the Principal, Business Manager and/or nominated delegate; undertaking immediate action cleaning duties (outside the normal operating hours of the school's cleaning staff); coordinating the removal and/or disposal of rubbish as required (does not include emptying of bins in agreed eating areas); assist with requirements for significant events such as fetes, plays and major sporting events.
- Support with a variety of security duties at the school that involve using and maintaining the school security systems; banking of school funds (this does not refer to the collection, receipt, or reconciliation of funds, but rather to the transport and deposition of funds at the appropriate bank institution); and locking and unlocking buildings (within core hours).
- Ensure compliance with workplace health and safety requirements including maintenance of a safe work environment; safe storage and handling of chemicals, fertilisers and fuels; 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; swimming pools (e.g. maintaining proper water quality, testing water, keeping records of tests, adjusting/adding chemicals as consistent with occupational, health and safety (WHS) guidelines and procedures); and school facilities.
- Provide basic maintenance of equipment specific to schools with students with disabilities.
- Communicate and discuss with Principal/Business Manager or nominated delegate 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.
- Order and/or collect general grounds care/cleaning supplies and materials as authorised by the Principal, Business Manager or nominated delegate; undertake ground improvement and enhancement activities; and prepare, mark and take general care of all outdoor sporting facilities (e.g. basketball, netball and tennis courts, cricket pitches, track and field areas).
- Oversee maintenance of school ovals through regular mowing, watering and soil maintenance (refer to WHS guidelines and procedures); lawn and garden maintenance, including regular weeding and the use of appropriate insecticides and fertilisers where necessary (refer to WHS guidelines and procedures); plant, water and care for trees, shrubs, gardens; and undertake general maintenance of grounds care equipment such as mowers, brush cutters, tractors (as per manufacturers' service manuals) and arrange regular services.
- Work in the field laboratory where there is a junior agricultural course and an agricultural assistant is not employed.
- Other duties, consistent with the duties and responsibilities of the position as directed by the Principal, Business Manager or nominated delegate.

Knowledge and experience:

A mandatory requirement of this role is:

OO3 appointees must have possession of a Certificate III qualification or higher relevant to the tasks outlined, from a recognised institution under the Australian Qualification Framework or agreed equivalent which, in the opinion of the Director-General, Department of Education or delegate is acceptable.

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.

How to Apply:

Applications should be forwarded via email by **Tuesday 29th March 2022** to

Corinne de Jong, A/Business Manager cdejo0@eq.edu.au

Phone: (07) 5499 8310

For more details on the position, please visit the role description at:

[Schools Officer – Grounds & Facilities \(Generic\)](#)

Mandatory Requirements for this role are the possession of "Working with Children" Blue Card and a Criminal History Check will also be undertaken for the successful applicant.