

# Role Description

## Schools Officer, Facilities (Generic)

Job Ad Reference	
Job Evaluation No.	<b>10007</b>
TRIM No.	<b>10/1164</b>
Work Unit	<b>State School/State High School/Special school or other education institution Education Queensland</b>
Location	
Classification	<b>OO2 Qld Public Service Award 2003 38 hour week (per Schedule 4 Section 1)</b>
Job Type	
Salary Range	<b>per annum</b> <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>
Contact Officer	
Contact Telephone	
Closing Date	

## Your employer

The Department of Education, Training and Employment (DETE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world-class education and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities. DETE is a diverse organisation with the largest workforce in the state. We provide services through four broad service delivery areas:

- The Office for Early Childhood Education and Care leads early childhood development and education policy and regulates the provision of childcare services.
- Education Queensland Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Training and Tertiary Education Queensland Division works with industry to build a world class training and skilling system to skill Queenslanders including the management of 13 TAFE institutes, regulation of the state's apprenticeship and traineeship system, regulation of registered training organisations, provision of strategic direction for the higher education and non-state education sectors and investment in Queensland's training and skilling system.
- Employment Initiatives administers a broad range of programs to assist job seekers overcome employment barriers, and optimises employment opportunities and access to skills enhancement for the state's current, emerging and future workforce.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at [www.dete.qld.gov.au](http://www.dete.qld.gov.au)



## Your opportunity

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As the Schools Officer, Facilities you will:

- Contribute to the efficient and effective operation and environment of the school by providing a high level of facilities and grounds care support to the principal/Business Services Manager.
- Perform a range of activities in support of the school principal and Business Services Manager to ensure that school facilities are maintained to a high standard.

The position of Schools Officer, Facilities reports directly to the Principal or nominated delegate.

Externally, the position may have contact with a number of people/organisations including business houses, personnel from other schools, QBuild and tradespersons effecting repairs to school facilities or inspecting jobs for quoting.

## Your role

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You will have responsibility for leading the following activities and delivery of the following key tasks:

The Schools Officer, Facilities will not be required to perform any task that would normally require the services of a qualified tradesperson. The duties of a Schools Officer, Facilities may include a mix of any of the following activities:

### General:

- Delivering and collecting mail, parcels, documents etc.
- Preparation of class rooms for examinations.
- Preparation of activity/assembly halls, where applicable, including moving furniture arranging/seating etc.
- Photocopying and/or printing of class notes, notices etc (provided that this activity does not constitute more than 25 % or more of the duties of the position).
- Removal and relocation of furniture from room to room.
- Re-setting of clocks
- Other duties, consistent with the duties and responsibilities of the position as directed by the Business Services Manager/principal

### Cleaning:

- It should be noted that:
  - Cleaning staff are allocated time to undertake cleaning around main building areas.
  - Cleaning duties will only form a minor part of the duties of this position.
  - Assisting with the collection of waste, food and paper within such parameters of the school grounds as agreed by affected staff and the principal/Business Services Manager for each school. (These duties should not include the emptying of bins in agreed eating areas).
  - Cleaning duties, that for various reasons such as health and hygiene, requires immediate action and cleaning staff are not rostered when such duties are required. (Such cleaning duties should only be performed outside the normal operating hours of the school's cleaning staff)
  - Hosing of drains and gutters etc. (Each school to determine which part of the drainage system is to be maintained by the schools facilities officer).

### Recording:

- General store duties including receipting, opening up, checking, storing and distributing school supplies and stocks such as soaps, towels, apparatus and general materials.
- Maintaining the school key register.
- Recording and delivering messages.
- Stocktaking and recording/engraving of school equipment/furniture etc using the "EdQUIP System".

**Security:**

- Activating and disarming school security systems as required.
- Banking of school funds (this does not refer to the collection, receipt, or reconciliation of funds, but rather to the deposition of funds at the appropriate bank institution).
- Locking and unlocking buildings (within core hours).

**Maintenance:**

- Attending to/or arranging repairs to furniture, equipment, locks, windows etc.
- Swimming pool maintenance as follows:
- Maintaining proper water quality
- Testing water
- Keeping records of tests
- Adjusting/adding chemicals (refer to the occupational, health and safety (OHS) guidelines and procedures).
- Monitor school facilities and bring to appropriate attention any repairs required/safety hazards.
- Order parts and computer stocks, as required, and maintain equipment records.
- Maintain tools and equipment for repair services (as per manufacturer's service manual).

**Liaison:**

- Liaise with principal/Business Services Manager regarding periodic maintenance of facilities.
- Liaise with students on issues of lost property, damage to facilities etc.

**How you will be assessed**

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

**1. Supports strategic direction**

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

**2. Achieves results**

Ability to apply Workplace Health and Safety standards especially on the use, application and storage of petrol, LP gas, insecticides, herbicides, fertilisers and chemicals.

**3. Supports productive working relationships**

Ability to develop positive working relationships with team members while also having the capacity to work with limited supervision.

**4. Displays personal drive and integrity**

Ability, or the skill to rapidly acquire the ability, to use and maintain:

- photocopiers and printing machines;
- portable hand tools, gardening and cleaning equipment and general landscaping equipment; and
- computers with pre-established programs.

**5. Communicates with influence**

Effective interpersonal, written and oral communication skills.

## Additional information

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- The *Commission for Children and Young People and Child Guardian Act 2000* requires the preferred applicant to be subject to a “working with children check” as part of the employment screening process. The department 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 this check may be obtained by accessing the web site of the Commission for Children and Young People and Child Guardian at the following internet address: [www.ccypcg.qld.gov.au/](http://www.ccypcg.qld.gov.au/) or on the Commission’s website at: [www.bluecard.qld.gov.au/](http://www.bluecard.qld.gov.au/)
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Commission for Children and Young People and Child Guardian.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- A criminal history check may be initiated on the successful applicant by the Queensland Police Service.
- A discipline history check may be initiated on the successful applicant.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism and embrace diversity and a balance between work and life commitments.
- DETE employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department’s *Standard of Practice* and agree to align their professional conduct to these obligations.
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit [www.psc.qld.gov.au](http://www.psc.qld.gov.au)
- [Work Level Standards](#) define the ‘whole of job’ requirements and expectations of staff operating at this classification level.
- Additional information is available online at: [www.jobs.qld.gov.au](http://www.jobs.qld.gov.au)

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