

**BUNDAMBA STATE SECONDARY COLLEGE**

**PERMANENT POSITION**

**SCHOOLS OFFICER 002/003 - GROUNDS**

Permanent – Fulltime

76hrs per f/n – 7.6hrs per day

Commencing 21st September 2020

Applications are invited for the position of full time Schools Officer (Grounds) at Bundamba SSC. The position is permanent and will commence during the upcoming school holiday period as at 21st September 2020.

As the Schools Officer at Bundamba SSC, you will contribute to the efficient and effective operation and environment of the school by providing a high level of grounds support to the Principal and Business Manager. Please refer to the attached role description.

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.

**You will be responsible for but not limited to the following:**

* Perform the day to day management of the school’s grounds
* Ability to conduct minor repairs and maintenance to grounds and facilities (excluding jobs that require a qualified tradesperson)
* Operation and attend to/or arrange repairs and maintenance of grounds equipment
* Garden rejuvenation and maintenance
* Assist with removal and disposal of rubbish
* Capability to perform activities consistent with workplace, health and safety guidelines
* Knowledge of appropriate use and storage of chemicals used in grounds maintenance
* Ability to liaise with various internal and external personnel (e.g. tradespersons) on a variety of repair and maintenance issues
* Ability to work autonomously, develop and maintain positive working relationships and communicate effectively
* Other duties as required by the administration team

**To apply please provide the following information:**

* A maximum 2 page written response outlining your suitability for the role by providing a response to the each criteria under the heading “***How You Will Be Assessed”*** in the **Role Description document** attached. ***(please note there are 5 criteria to respond to)***
* Contact details for 2 referees (one of whom should be your current supervisor)

**CLOSING DATE FOR APPLICATIONS: 1st September 2020**

Applications should be addressed to the **Business Manager** and sent via email to: [bsm@bundambassc.eq.edu](mailto:bsm@bundambassc.eq.edu).au or delivered to Bundamba SSC 15A Naomai Street Bundamba.

*Confirmation of employment is conditional upon the preferred applicant being issued with a* ***Paid Employment*** *Blue Card from the Public Safety Business Agency (PSBA).*

The *Child Protection Reform Amendment Act 2014* 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 the blue card system is available at: [www.bluecard.qld.gov.au/](http://www.bluecard.qld.gov.au/)

*A criminal history check will be initiated on the successful applicant.*