

Role Description

Schools Officer, Facilities

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

18517

Content

Manager No.

17/50079

Work Unit

Nominated School

Nominated Region

Early Childhood and State Schools Division

Location

Various locations throughout the State

Classification

OO2 (Progressional) Qld Public Service Officers and Other Employees Award - State 2015 (as per Part 5 – 15.1)

38 hour week

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

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 care and support 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, 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

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- 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); 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 (WHS) requirements including maintenance of a safe work environment; 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.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

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.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.
- **Temporary positions:** - The duration of this position will be dependent on work demands and the availability of ongoing funding and model allocated resources.

Work Profile

Schools Officer, Facilities (Progressional)

The following is an indicative, rather than exhaustive list of activities that the role may be expected to lead in addition to the activities outlined in the role accountability section of this document:

General duties

- Preparation of halls, classrooms for regular school activities, including moving furniture arranging seating etc, in accordance with WHS guidelines and Procedures.
- Delivering and collecting mail, parcels and documents
- Recording and delivering messages.
- Photocopying and/or printing of class notes, notices (provided that this activity does not constitute more than 25% of the duties of the position).
- General store duties including receipting, opening up, checking, storing and distributing school supplies and stocks such as soaps, towels, apparatus and general materials.
- Maintaining various accurate school registers and the use of computers with pre-established programs.
- Stocktaking and recording/engraving of school equipment/furniture and assets.
- Other duties, consistent with the duties and responsibilities of the position as directed by the Principal, Business Services Manager or nominated delegate.
- Ensure compliance with workplace health and safety requirements including maintenance of a safe work environment.
- Assist with requirements for significant events such as fetes, plays and major sporting events.

Cleaning duties

- 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 the parameters of the school grounds as agreed by relevant staff and the Principal or nominated delegate 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 on duty when such duties are required. (Such cleaning duties should only be performed outside the normal operating hours of the school's cleaning staff).
- Clearing of drains and gutters. (Each school to determine which part of the drainage system is to be maintained by the schools facilities officer).

Maintenance duties

- Attending to/or arranging repairs to furniture and equipment.
- Monitor and maintain school facilities (including locks, windows, lighting etc).
- Bring to appropriate attention any repairs required/safety hazards.
- Basic maintenance of equipment specific to school with students with disabilities.
- Ad-hoc electrical testing and tagging of individual pieces of equipment.
- Maintain and update register on periodic maintenance issues, as well as ongoing repairs to such areas as facilities, equipment and tools.
- 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 (WHS) guidelines and procedures).

Security duties

- Use and maintain the school's security systems and train staff in its effective use.
- 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).

Liaison duties

- Limited supervisory responsibilities (including less experienced staff) by providing guidance and advice. Note, this does not include supervision of students.
- Liaise with Principal or nominated delegate regarding periodic maintenance of facilities.
- Communicate and liaise with a wide range of personnel, students, external contractors and tradespersons in relation to damage to facilities, lost property and repair and maintenance to the school.

003 level incorporates the duties of Level 002 and those listed below

General duties: as per 002, plus:

- Participate in school planning to achieve savings in the areas of facilities budgets including provision of advice on these issues as required.
- Contribute to the preparation and implementation of facilities budget action plan
- Provide operational support to ensure compliance with State Government and departmental legislation, guidelines, procedures and standards with respect to facilities planning and operational management.
- Investigate and resolve issues (escalating where necessary) relating to unsafe equipment or environmental hazards.
- Obtain quotes and purchase equipment abiding by departmental purchasing policy guidelines.
- Assist in preparation of submission for grants, funding etc, relevant to role.

Maintenance duties: as per 002, plus:

- Ensure electrical checks, carpet cleaning, pest control and other such regular maintenance tasks are performed as required by departmental policy and procedures.
- Conduct regular facilities audits.