

Job Opening Report

Job Opening Summary

Department	018045(Mildura Senior College)	Location	Mildura Senior College
Classification	Ed Support Level 1-Range 2	Role Type	Maintenance
Job Posting Title	ES1-2 Facilities & Maintenance Officer		
Subjects/Duties	Building Maintenance; Grounds Maintenance	Level	Secondary Years 10-12; Secondary Years 10-12
Begin Date	17/10/2022	End Date	
Regular/Temporary	Ongoing		
Hours	38.00		
Reference #	1295143		
Contact Name	Belinda Hudak		
Phone	03 5021 2911		
School Website	www.milsen.vic.edu.au		
Apply By	02/10/2022		

Position Descriptions

Visible	Internal and External
Description Type	Conditions of Employment

Description

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

Visible Description Type Internal and External
EEO AND OHS Commitment

Description

The Department of Education and Training is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms – gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Visible Description Type Internal and External
Role

Description

As specified Victorian Government Schools Agreement 2022, Attendance (5)(a)(i) Unless

otherwise agreed, an education support class employee will be in attendance for 7.6 hours daily (for a full time employee) between 7am and 6pm from Monday to Friday.

This position has a **purchase leave requirement being 30 days** to be worked. These hours are to be worked during the school holiday periods, to support school facilities projects &/or works. A leave purchase allowance will be paid fortnightly as per VGSA 2022 clause (9)(a). Compulsary annual leave will be scheduled from the last day of Term 4 through to the first working day in January. Any remaining annual leave can be taken during any of the school holiday periods.

Additional hours that may be required by this position are subject to the DET Time In Lieu arrangement (9)(a).

Hours of Work	Monday	Tuesday	Wednesday	Thursday	Friday
38 hrs / week	7.00 - 3.06pm	7.00 - 3.06pm	7.00 - 3.06pm	7.00 - 3.06pm	7.00 - 3.06pm

Performs and/or supervises tasks that are carried out in accordance with guidelines, accepted practice and school policy. This may include the supervision and coordination of other education support class staff within the work area or educational program. Supervision and coordination would be limited to ensuring routine tasks are performed to required standards. Input into identifying training needs and development of

education support class staff within the work area or educational program becomes an important feature at range 2.

Specialised support to achieve specific outcomes is a feature of range 2. Typically this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the operation of a work area (e.g. managing the day to day operation of a school office) under the direction of the principal or another senior manager.

Provides support to teachers and students that is beyond the routine support provided at education support class Level 1, range 1. Within an educational program assists teachers with the coordination of the support function, such as directing/organising the work of other support staff or providing a specialist support role.

Undertakes medical intervention support tasks or other specialised student/teacher support roles that require specific training that must be updated from time to time. The role is for a specific purpose for which there will be direct accountability as opposed to support roles that are carried out by a range of staff performing routine tasks under direction.

Performs technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science and information technology laboratories would be typical

examples.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Visible Internal and External
Description Type Other Information

Dear Applicant

Thank you for your interest in this vacancy at
Mildura Senior College

Description

- Applicants should address the key selection criteria.
- Attaching your letter of introduction, resume and key selection criteria in one document is most helpful.
- Day time phone numbers are vital to make appointments for an interview in the event that you are shortlisted.
- If you have an Employee ID Number, please include it on your application.
- Three (3) Referees are required. Please

provide names, contact phone numbers and e-mail addresses (Most recent employer is preferred).

- A copy of your current Employee **Working With Children Check** will be required if successful.

Salary Rates: ES1-2 \$53,301 - \$68,260

Visible Description Type	Internal and External Selection Criteria
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Description

1. Demonstrated experience and ability to provide support services in trade areas, such as facilities and building maintenance (eg. identify and carry out repairs, organise contractors and use of equipment).
2. Demonstrated ability to plan project works including budget proposals, risk assessments and scheduling of trades.
3. Demonstrated ability to work independently and in a team and to show a high level of commitment and understanding of Occupational Health and Safety and compliance.
4. Well-developed interpersonal skills with a demonstrated ability to communicate with

all members of the school community (College leadership team, staff, contractors and stakeholders).

5. Demonstrated ability in the use of office systems including Microsoft (Word, Excel and Outlook) to allow for maintenance of data and compliance documents.

Visible Description Type Internal and External Responsibilities

The Facilities & Maintenance Officer fulfils an important role with ‘ hands on ’ responsibility for facility and grounds improvement, maintenance and minor repairs and is responsible for the following:

Facilities & Maintenance:

Description

- Coordinate works for urgent repair of school facilities (including grounds and maintenance) in a timely and accurate manner.
- Undertake, prioritise and complete minor repairs, maintenance and grounds works as per the schools facilities and maintenance request ticketing system.
- Identify and report on maintenance needs for school buildings and grounds.
- Maintain accurate and up to date data of facilities and maintenance, and work with relevant documentation from Department of Education, Victorian School Building Authority (VSBA) and Mildura Rural City Council.

- Assist with contract cleaner work schedules and communications.
- Keep accurate data entry in schools maintenance system (AIMS) including monitoring and actioning scheduled works, adding new work items, processing for payment and updating contractor register.
- Assist with College events such as; assemblies, open day market day, celebration day and exam set up including Occupational Health & Safety (OHS) & Risk Assessments.
- Assist with the implementation and completion of building improvement projects across the school including participating in planning and acquittal meetings between the Facilities team, Business Manager & Principal and any other key stakeholders for all maintenance projects over \$1,000.
- Work within the Facilities and Grounds budget.
- In consultation with the Business Manager, develop a work schedule for each term holidays.
- Assist with the security of equipment and buildings.
- Liaise with the Principal, Business Manager and contractors regarding any emergency maintenance issues, noting this may involve working after school hours or on weekends. Time in Lieu is eligible for any additional hours required.
- Operate various tools and machinery, such as electric forklift, scissor lift,

tractor, ride-on mover, whipper snipper, hedge trimmer, chainsaw, etc.

Workplace Safety:

- Ensure a safe working environment in the workshop areas with equipment kept in a clean, safe and orderly condition.
- Schedule and coordinate essential safety measure works as set out in Mildura Senior College OHS activities calendar and AIMS work schedule.
- Undertake safety compliance and workplace inspections, including OHS and asbestos.
- Carry out contractor inductions.
- Ensure all works, contractor management and procurement processes adhere to Department of Education & Training and Mildura Senior College policy and procedures; including risk management, contractor compliance and OHS standards and legislation are maintained.
- Prepare reports and participate in Facilities and OHS committee meetings.
- Undertake Health and Safety Representative (HSR) training and represent the College as a HSR.

General:

- Communicate effectively and foster positive relationships with all members of

the school community.

- Coordinate support from the facilities trainee and instruct them in the use of maintenance equipment as required.
- Assist with driving the school bus for vehicle services, safety inspections and occasional excursions.
- Attend and participate in ES and relevant team meetings.
- Actively seek and participate in professional development (subject to College P&D guidelines).
- Participate in the college 's performance and development processes in line with DET requirements.
- Undertake general duties as directed by the Principal or Business Manager within the requirements of ES1-2 dimensions of work as listed in the Victorian Government Schools Agreement 2022.

Education and Experience:

- Current Working with Children Cleck
- Current Manual Drivers Licence
- Experience working in similar role or setting is highly desirable.

The following items are highly desirable or a willingness to undertake training in these areas:

- Relevant certificate or trade qualification

relating to facilities and/or construction pathways

- Whitecard
- Working Safely at Heights
- Elevated Work Platform (EWP)
- Health Safety Representative
- Chainsaw licence
- Light Rigid Licence

Visible Description Type Internal and External Location Profile

Description

Mildura Senior College is an educational landmark located in the heart of Mildura, in north-west Victoria 545 kilometres from Melbourne. The College has a student population in 2022 of 840 enrolled students with the addition of Year 10 VCE & VET external enrolments from surrounding schools. The College is one of a small number of stand-alone Senior Colleges in the state catering exclusively for Year 11 and 12 students undertaking the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL).

Mildura Senior College provides access to an unparalleled level of choice in the study areas of the VCE, VCAL, Vocational Education and Training (VET) and University Enhancement studies. The College has a clear commitment to the Managed Individual Pathways Program providing timetabled classes and Pathways Teachers advocate for all students. This unique learning environment is highly valued by the school community, which sees it as essential to students developing skills crucial to future success.

The College boasts outstanding facilities, which include the Deakin Trade Training Centre, VCAL Hub, Arts Precinct, Fitness Learning Facilities and

numerous undercover student recreational areas. The grounds boast three sporting ovals utilised by College students, neighbouring schools and community sporting groups.

The College is committed to providing suitable senior pathways for all senior students. We work in partnership with our neighbouring 7-10 colleges: Chaffey Secondary College, Irymple Secondary College, Merbein P-10 College, Trinity Lutheran College and Henderson College. There is close cooperation with these colleges in the areas of Instrumental Music, EAL provision, sport, professional development programs, student transition and orientation. Each year approximately 30% of enrolments come from outside these neighbourhood colleges and include public, catholic and independent schools.

The College provides a young adult learning environment and a learning philosophy built upon partnerships and strong relationships between teachers and students. Mildura Senior College provides clear pathways to further study and the workplace. Our mission is to deliver excellence in education and training opportunities for all students. Students are supported by full time careers and VETis advisors, school to work coordinator, an extensive wellbeing team, student sub-school leaders and a team of staff experienced in the successful delivery of senior studies. Mildura Senior College currently has 125 members of staff including 73 teaching staff.

Mildura Senior College is an inclusive environment that has a diverse student co-hort including Koori, Pacifica and EAL students and celebrates this

diversity. The Clontarf Academy is one example of a program at Mildura Senior College, targeted at reducing educational disadvantage for students.

The College is committed to Respectful Relationships and being a Safe School. The College values of **Respect, Responsibility, Resilience, Independence and Success** reflect the culture and behaviours the College aims to develop in students, to enable them to become outstanding young people as they transition on their pathways to the future.

Visible Description Type Internal and External
Who May Apply

Description Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

Visible Description Type Internal and External
Child Safe Standards

Description Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department ' s exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

Visible Description Type Internal and External
DET Values

Description The Department ' s employees commit to upholding DET ' s Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET ' s Values complement each school ' s own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

Visible Description Type Internal and External
Vaccination Requirement

Description For positions in special settings, a person is not eligible for employment unless they meet the [vaccination requirements](#) on commencement in the position.

Job Postings

Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	09/09/2022	02/10/2022
Internet	External Posting	09/09/2022	02/10/2022

Job Information

Created By 09638123(Heidi Earle)
Created 31/08/2022
Opening to Fill L(Limited Number of Openings)
Target Openings 1
Available Openings 1
Business Unit DOEBU(Dept of Education and Training)
Company DOE(Dept of Education and Training)
Status Code 010 (010 Open)
Reason for Job Opening

Status Date 09/09/2022

Date Authorized 09/09/2022

Fixed Term Reason Verified

Employees Being Replaced

Employee ID	Name
08857231	Micheal O'sullivan

Staffing information

Region AUS

Schedule Type Full-Time

Work Period DOE Weekly