

Job Opening Report

Job Opening Summary

Department	018045(Mildura Senior College)	Location	Mildura Senior College
Classification	Ed Support Level 1-Range 2	Role Type	Facilities Manager; Groundskeeper; Maintenance
Job Posting Title	ES1-2 Workshop, Facilities & Grounds Maintenance Officer		
Subjects/Duties	Building Maintenance; Grounds Maintenance	Level	Primary/Secondary P-12; Primary/Secondary P-12
Begin Date	06/05/2024	End Date	
Regular/Temporary	Ongoing		
Hours	38.00		
Reference #	1411233		
Contact Name	Belinda Hudak		
Phone	03 5021 2911		
School Website	www.milsen.vic.edu.au		
Apply By	30/04/2024		

Position Descriptions

Visible Description Type Internal and External 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>.

Visible Internal and External
Description Type EEO AND OHS Commitment

Description

Applicants seeking part-time employment are encouraged to apply for any teaching service position and, if they are the successful candidate, request a reduced time fraction. Such requests will be negotiated on a case-by-case basis and will be subject to the operational requirements of the school.

The Department of Education 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. It is our policy to provide reasonable adjustments for persons with a disability (see [Workplace adjustment guidelines](#)).

Additional support and advice on the recruitment process is available to Aboriginal and/or Torres Strait Islanders from the Koorie Outcomes Division (KOD) via marrung@education.vic.gov.au

Visible Internal and External
Description Type Role

Description

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).

An education support class position at this range will perform tasks that are carried out in accordance with guidelines, accepted practice, and school policy under supervision and direction. This may include coordination of other education support class staff within the work area or educational program.

An education support class position supports the educational services being provided to students but must not include duties of a teacher as defined in clause 2.6.1 of the *Education and Training Reform Act 2006 (Vic)* or its successor. Supervision of students can be required individually or in groups up to 4 in controlled circumstances and where the responsibility for students remains clearly with a teacher.

Certification and/or qualifications of up to three years can be required at this level (noting that Registered Nurse is not included at this level, the first level for which is Level 1 range 3).

A role at this range may include:

Specific support tasks to achieve outcomes. Typically, this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the co-ordination of a work area under the direction of the principal or a manager.

Assisting teachers, within an educational program, by undertaking specific support tasks or the coordination of the support function.

Supervised health and wellbeing support tasks, medical intervention support tasks, or other specialised student/teacher support roles (e.g. enrolled nurses performing the role as described in schedule 3). These roles require specific qualifications and/or training, including roles where further training must be undertaken 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.

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 would be typical examples.

An education support class position at this range commencing at the base will initially be limited to undertaking routine tasks that are carried out under close supervision and direction. Work that carries some degree of independence will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established, and direction is readily available. Subject to any specific qualification and/or training requirement, an education support class employee employed in this range may be progressively required to undertake coordination, specialised student/teacher support tasks, or technical tasks as experience in the role is gained.

**Visible
Description Type**

Internal and External
Other Information

Education & Experience:

current manual driver's licence

current working with children's clearance

Description

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:

white card

working safely at heights

elevated work platform (EWP)

health safety representative

chainsaw licence

light rigid licence

Visible Internal and External
Description Type Other Information

Dear Applicant

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

Applicants should address the key selection criteria.

Attaching your letter of introduction, resume and key selection criteria in one document is most helpful.

Description 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.

Visible Internal and External

Description Type Selection Criteria

Demonstrated practical knowledge and skills associated with one or more of the traditional trades, such as wood, metals, engineering etc.

Demonstrated proficiency in the use and maintenance of workshop machinery associated with these trades.

Description

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.

Well-developed interpersonal skills with a demonstrated ability to communicate with all members of the school community (College leadership team, staff, contractors and stakeholders).

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

This position fulfils an important role in supporting the maintenance of College buildings, grounds and workshop equipment, sourcing materials, classroom support and OHS requirements. This position is shared across Mildura Senior College, Mildura English Language Centre, and the Deakin Trade Training Centre on our site.

Facilities & Workshop Maintenance:

Coordinate works for urgent repair of school facilities (including grounds and maintenance) in a timely and accurate manner.

Identify, prioritise and complete minor repairs, maintenance and grounds works as per the schools' facilities and maintenance request ticketing system.

Description

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.

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.

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 mower, whipper snipper, hedge trimmer, chainsaw etc.

Maintain and service workshop equipment in accordance with manufacturer instructions and OH&S guidelines and if required engage qualified contractor to carry out repairs/service.

Ensure workshop and storage areas are in a clean, safe and orderly condition.

Ensure all DET OH&S guidelines are always adhered to.

Trade Training Centre Classroom Support:

Assist with the purchasing and delivery of classroom and workshop materials in a timely manner as required.

Assist with classroom set up/pack up of materials in support of teaching programs as required.

When required support teachers and students within the classroom/workshop.

Workplace Safety:

Conduct 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.

Undertake scheduled safety compliance, maintenance, and workplace inspections for equipment.

Maintaining Risk Assessments, Safe Method Statements and Task Based Method statements in accordance with DET OHS Management System compliance requirements.

Undertaking quarterly workplace safe work inspections as part of the College's OHS requirements as directed by the Workplace OHS Management Nominee.

Attending OHS Committee meetings as required and undertaking actions from meetings as directed by the Workplace OHS Management Nominee.

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.

High level organisational and time management skills.

The ability to work effectively in a team environment.

Assist with driving the school bus for vehicle services, safety inspections and occasional excursions.

Actively seek and participate in professional development (Subject to College P&D guidelines).

Attend and participate in team meetings. This role is required to attend the following team meetings: ES Team Meetings, OHS Committee and Facilities Team meeting.

Participating 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.

Visible Description Type	Internal and External Location Profile
Description	

College Profile

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 2024 of 1000 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 Vocational Major (VM). Mildura Senior College provides access to an unparalleled level of choice in the study areas of the VCE, VM, 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, VM 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:

<https://www2.education.vic.gov.au/pal/child-safe-standards/policy>

Visible Description Type Internal and External
DE Values

Description The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The department'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 department values is available at:

<https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>

Job Postings			
Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	16/04/2024	30/04/2024
Internet	External Posting	16/04/2024	30/04/2024

Job Information
Created By 09638123(Heidi Earle)

Created 16/04/2024
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 16/04/2024
Date Authorized 16/04/2024
Fixed Term Reason Verified

Employees Being Replaced

Employee ID	Name
10466558	Rodney Galvin

Staffing information

Region AUS
Schedule Type Full-Time
Work Period DOE Weekly