



Position Vacant – General Assistant (Part-Time 3 days per week) \$33.19 per hour.
Days to be negotiated with successful applicant.

About the role

The General Assistant performs a range of tasks relating to the routine maintenance and upkeep of Leeton High School grounds and buildings.

A General Assistant may be required, subject to Workplace Health and Safety obligations, to perform duties from the range listed:

Organising rooms, furniture, general equipment, lockers and other items/equipment for school activities as required; dismantle and store items when not in use (with assistance where required).

Identify and report maintenance / safety issues to the role supervisor; undertake minor maintenance of buildings and equipment not covered by contracts or requiring a qualified tradesperson.

Ability to use technology to communicate with school staff when necessary.

Maintaining and caring for school grounds, including: mowing school lawns and playing fields; marking of school playing fields; preparation of ground for planting trees and shrubs and planting and watering of same; pruning shrubs, trimming hedges, light lopping and trimming of trees. Safely and proficiently operate mowers, tools and equipment; store and maintain mowers, tools and equipment in accordance with WHS standards.

Unpack, store and/or distribute supplies in accordance with school procedures and safe work standards (e.g. chemical storage and handling); assist with school stocktakes as required.

Willingness to undertake professional learning and training in relation to the role and school requirements.

Other related duties of the role, within the capabilities of the General Assistant, as directed by the Principal, Executive and School Administration Manager.

Essential Requirements

Working with Children Check

First Aid Certificate or willingness to undertake First Aid training.

Selection Criteria

Demonstrated capacity to work effectively as part of a team.

Ability to engage with technology.

Effective oral and written communication skills.

Ability to work cooperatively with the role supervisor to prioritise upcoming tasks.

Ability to respond flexibly to competing / emerging minor maintenance priorities.

Willingness to undertake professional learning and training in relation to the role and school requirements.

Maintaining cooperative relationships with teaching and non-teaching staff.

Special Notes

Please submit an Expression of Interest of no more than 2 A4 pages responding to the selection criteria by **Friday 10th November 2023**. Additionally, please include a cover letter noting your contact details, work experience/training and two referees for contact. Email your Expression of Interest and cover letter to sheree.camm@det.nsw.edu.au or alternatively please provide the school with a paper copy through the front office. Contact Sheree Camm 69532122 with any questions.