

Support Services Team – General Hand (Casual/Part-time/Ongoing)

NBCS is seeking to employ General Hands for our Support Services team. This role could be potentially ideal for school leavers, or university students to complement their study schedules, or as entry level work. Term and non-term time.

Reporting to the Support Services Supervisor, your main responsibilities will include, but will not be limited to:

- Grounds: upkeep and general cleaning of grounds and environs; rubbish collection, external facades, building internals. Completing general maintenance schedule e.g. cleaning gutters
- Events: setting up/packing of chairs, tables, stage, equipment, gazebos, and other requirements for School and other functions.
- Oval & Lawns: mowing, edging
- Deliveries: accepting and distributing supplier deliveries
- Stocktake: assisting with undertaking stocktake

To be considered you will need:

- good communication and interpersonal skills.
- willingness to take and follow through on directions
- ability to prioritise tasks and pay attention to detail
- capacity and willingness to work both independently and as part of a team
- willingness to comply with WHS including manual handling procedures, and proactively support a safe work environment
- willingness to assist with maintaining the presentation of campus to a high standard e.g. ad hoc cleaning, minor maintenance tasks
- computer literacy, and capacity to learn systems
- resilience to work in a dynamic environment

Requirements also include:

- A Working with Children Check Clearance.
- An active Christian faith (non-negotiable) with church involvement

To Apply:

This role will remain open until suitable candidate/s are appointed. We will assess applications as they are received.

Please send a brief cover letter and a resume explaining your suitability and interest to opportunity@nbcs.nsw.edu.au. As it is a requirement for employment in our school's Christian faith culture, please give a brief testimony of your personal commitment to Jesus and describe your current fellowship activity.