

Support Services Officer (General Hand)

The Support Service Officer maintains the NBCS staff campus to a high standard, ensuring facilities are well presented and fully operational. This enables effective teaching and learning, and supports the mission of Excellence in Education, Christianity in Action.

Reports to: Property and Facilities Manager

Takes direction from: Support Services Supervisor

Areas of Responsibility

- Maintenance
- Event and general support
- Life of the School

Maintenance -

- Complete grounds maintenance schedule and undertake adhoc building maintenance tasks in a timely manner
- Ensure that broken/ damaged equipment and furniture are repaired or disposed of efficiently
- Maintain lawns, and recreation areas including the oval, hard court areas: mowing, leaf blowing, edging
- Maintain the cleanliness of the external school grounds by ensuring all litter is picked up and disposed of regularly, and removing vandalism
- Prepare grounds daily, in an orderly fashion, to be well presented and free from hazards, debris, and clutter
- Rubbish removal, regularly emptying:
 - external bins, maintain them in a sanitary condition
 - internal recycling bins

Event and general support -

- Set up school events, ensuring facilities, and equipment is in place for special events, exams etc. Includes moving furniture and other resources in and to learning spaces, staffrooms, and common areas
- Purchase and pick up goods/materials from offsite locations
- Accept suppliers' deliveries and transfer to relevant staff/areas in a timely manner
- Secure the premises, locking & unlocking of the school on a regular schedule and for events
- Take stocktake of equipment and supplies, ordering as needed
- Manage traffic as a regular allocated duty for morning and afternoon routines, and for special events
- Drive school bus as required

Life of the School -

Support the Principal in developing and maintaining the professional culture, a safe work environment and upholding the School community:

- Actively support the Christian identity and purpose of the School
- Uphold the values and expectations as described in the Staff Code of Conduct
- Treat colleagues, students and parents with dignity, respect, and the utmost professionalism
- Support colleagues in their ongoing professional learning journey by sharing resources and expertise

- Commit to personal and professional growth through active participation in the School Professional Growth strategy
- Assist in monitoring a safe and secure school environment for self, staff, and students
 - Keep all tools, plant and equipment maintained in good operating condition and stored in a safe manner
 - Comply with WH&S and Work Safe standards,
 - wearing correct safety clothes and using appropriate safety equipment
 - safe storage of chemicals; MSDS for all chemicals are available and chemicals are clearly labelled and stored in accordance with safety regulations
- Contribute to the development of policy, procedures, and processes

Role interactions:

Liaises directly with:

- Property and Facilities Manager
- Support Services team
- Senior Leadership
- School staff
- Specialist Administration team
- Parents and students (for parking and crossing duties)
- External suppliers and contractors

Requirements (knowledge, skills, abilities, behaviours):

- initiative, and problem solving
- productivity and reliability
- practical skills and capacity
- good communication and customer service skills
- ability to prioritise tasks and pay attention to detail
- ability to work both independently and as part of a team
- working knowledge of WHS, manual handling procedures

This position description is a guide only and is not intended to be an exhaustive or exclusive list of duties for this position.