



**POSITION DESCRIPTION:
GROUNDS AND MAINTENANCE OFFICER / BUS DRIVER
HEMMANT FLEXIBLE LEARNING CENTRE**

For more information about this position, please contact Cameron Leeder, Head of Campus, Hemmant Flexible Learning Centre.

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P: 0408 655 927

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| Role Title | Grounds and Maintenance Officer / Bus Driver |
| Contract | Continuing Part Time (35 hours per week) |
| Start Date | Monday 12 April 2021, or by negotiation. |
| Applications Close | 4pm Thursday 1 April |
| Applications to: | MMRecruitment@ereafsn.edu.au |
| Reports To | Head of Campus at Hemmant Flexible Learning Centre |
| Award | <i>CATHOLIC EMPLOYING AUTHORITIES SINGLE ENTERPRISE COLLECTIVE AGREEMENT DIOCESAN SCHOOLS QUEENSLANDS 2019-2023 – Services Staff – Schedule 1.7 – Level dependent upon skills and qualifications</i> |

Aboriginal and Torres Strait Islander People are encouraged to apply.

FOUNDATION STATEMENT

Edmund Rice Education Australia (EREA) seeks to respond to the needs of young people disenfranchised and disengaged from education. They provide a place and an opportunity to re-engage in a suitable, flexible learning environment.

Flexible Learning Centres (FLCs) seek to build honest and authentic relationships with young people, their families and communities, supporting and celebrating the uniqueness and dignity of each person.

FLCs are guided by the vision of Edmund Rice about the empowering service of education, to achieve personal and community liberation through educational experiences that enable transformation.



BACKGROUND

Marlene Moore Flexi School Network (MMFSN) is an initiative of EREA. MMFSN offers a full-time and multiyear secondary education and social inclusion program for disenfranchised young people. Young people may express a broad range of complex education and social needs and EREA FLC's respond with a variety of flexible and innovative social inclusion and learning experiences.

MMFSN provides young people with a varied and holistic set of learning experiences supporting them to identify and pursue an individual transition to adulthood, employment, further education and training and social connectedness.

Young people who attend include Indigenous and non-Indigenous young people who are disengaged from mainstream education for a range of reasons and include:

- ❖ Those who have had contact with the juvenile justice system;
- ❖ Those in the care of the Office of Children and Families;
- ❖ Those with a history of trauma;
- ❖ Those with a history of extended periods of unexplained absences;
- ❖ Those who are highly mobile;
- ❖ Those with mental illness or at risk of engaging in self-harming behaviours or substance abuse;
- ❖ Those who have been excluded or repeatedly suspended from school;
- ❖ Those who are homeless;
- ❖ Those who are young parents;
- ❖ Those with a generational history of early school leaving;
- ❖ Those with a generational history of unemployment.

See www.ereafsn.edu.au – Publications for further information

PRINCIPLES OF OPERATION (RESPECT, PARTICIPATION, SAFE AND LEGAL, HONESTY)

All employees of the Marlene Moore Flexi School Network adhere to the concepts of Common Ground and Operation by Principles – more information can be found on the EREA website. All flexible learning centres operate under this framework and this is a significant point of difference from mainstream schooling. The principles establish a “common ground” among staff, young people and families where the means to resolve conflict, negotiate learning, recognise rights and responsibilities are modelled and explored, both within the group and individually.



DUTIES AND RESPONSIBILITIES

Typical duties and responsibilities include but are not restricted to:

- Maintenance of the school buildings, school grounds, vehicles and equipment as directed by the Head of Campus;
 - Basic maintenance including repairing furniture, doors, locks, lights, equipment;
 - Cyclical preventative maintenance jobs as scheduled;
 - Rubbish removal;
 - Maintenance of fences and gates;
- Painting and graffiti removal;
- Gardening duties including watering, weeding, mowing, mulching, planting;
- Transport young people to and from school on the morning and afternoon bus runs;
- Knowledge and experience in WHS practices and procedures;
- Other reasonable duties as directed by the Head of Campus.

APPLICATION PROCESS AND SELECTION CRITERIA

Applications will be reviewed as they are submitted. Applications are to be emailed to MMRecruitment@ereafsn.edu.au. To apply for this role please provide the following documents:

- ❖ A cover letter, outlining relevant experience and reasons for wishing to apply;
 - There is no need to respond separately in detail to the below selection criteria; however, you may wish to address briefly in your cover letter.
- ❖ Current resume outlining previous experience and skills:
 - Please include contact details of two referees, one of whom is from current or most recent place of employment.
 - Please include a scanned copy of your current Blue Card.

Essential Selection Criteria:

- Experience and skills required for the position as Grounds and Maintenance Officer;
- Ability to build rapport with young people at the school;
- Understanding of WHS practices and procedures;
- Sound communication skills;
- Ability to work to deadlines, multi-task, demonstrate initiative, prioritise the workload and work autonomously;



Marlene Moore

Flexi Schools Network

- Work as a member of a multidisciplinary team;
- Current Queensland Driver's License;
- Current, valid Blue Card.

Desirable:

- Current First Aid certificate or willingness to obtain;
- Light Rigid (LR) License or willingness to obtain;
- Carpentry, Joinery or other trade background.

For further information contact Cameron Leeder at Cameron.Leeder@ereafsn.edu.au or on 0408 655 927.

Our organisation supports the rights of children and young people and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing.

All applicants for these positions will be subject to EREA screening procedures.

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