



General Assistant – Full Time Expression of Interest

Elizabeth Macarthur High School is looking for a keen General Assistant to join our team. The General Assistant performs a range of tasks relating to the routine maintenance and upkeep of the grounds to a high level. In accordance with the Department of Education role description, the position of General Assistant can include (but is not limited to) the following;

- Organising rooms, furniture, audio visual aids, lockers and other items/equipment for school activities as required; dismantle and store items when not in use (with assistance where required). (NB. the role is not responsible for operating audio-visual equipment)
- 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
- 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 stock takes as required
- Monitoring school security systems and reporting faults to the Principal or School Teaching Executive.
- Other related duties of the role, within the capabilities of the General Assistant, as directed by the Principal, Business Manager/SAM or School Teaching Executive.

If you are interested in this position at Elizabeth Macarthur High School, please submit to the school either personally or via email (elizabeth-h.school@det.nsw.edu.au) the following:

- Your current resume which includes the names and contact details of two referees
- A cover letter of no more than one page, which clearly details how your capabilities, knowledge and experience can contribute to the success of this role.

If your application is successful, you will be required to provide your proof of identity information and complete a CRIMTRAC declaration. As this is child-related position, you will also be required to obtain a Working with Children Check (WWCC) Clearance number as a condition of employment. For more information, visit <https://ocg.nsw.gov.au/>

Successful applicants will also be required to complete the Department of Education mandatory training. Position is full time, 38 hours per week. Salary from \$26.58 per hour. Preferred start date 27th January, 2022.

Any queries relating to this can be directed to the School Administration Manager- Lisa D'Costa on 4646 1899 or via the school email, Elizabeth-h.school@det.nsw.edu.au. Further information regarding the school can be found at <https://elizabeth-h.schools.nsw.gov.au/>