



PICTON HIGH SCHOOL

Creating Opportunities Achieving Success

480 Argyle Street Picton 2571
02 4677 1242
Picton-H.School@det.nsw.edu.au

Casual – General Assistant

Expression of Interest

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, SAM or School Teaching Executive.

If you are interested in becoming part of a casual pool of non-teaching staff at Picton High School and other local schools, please submit to the school either personally or via email (picton-h.schoolschool@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 and you are short listed, 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/>

All Department of Education employees are required to meet mandatory double vaccination requirements against COVID-19.

Successful applicants will also be required to complete the Department of Education mandatory training.

Any queries relating to this can be directed to the SAM- Catherine Ive on the school phone number 46771 242 or via the school email picton-h.school@det.nsw.edu.au