

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

School Operational Officer

Position Number	001052
Classification	School Operational Services Level 2 under the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2023
Reports To	Principal
Location	St Joseph's Primary School Bombala

Organisation Overview

The Catholic Education, Archdiocese of Canberra and Goulburn (CECG) plays a crucial role in education in both the Australian Capital Territory (ACT) and New South Wales (NSW). It covers 88,000 square kilometres, encompassing the entire ACT and extending from Pambula on the south coast to Crookwell in the north and to the western point of Lake Cargelligo. CECG operates 56 schools and nine early learning centres and is responsible for educating over 22,000 students. It also employs over 4,000 professionals who are the driving force behind our education system.

Position Overview	The School Operational Officer plays an important role in supporting school efficiency; and maintaining specified facilities through cleaning services.
Position Duties	<ul style="list-style-type: none"> • Conducting non-specialised general maintenance work. • Responding to alarms, following emergency procedures, preparing incident reports, inspecting and securing buildings. • Responsibility for storage and distribution of cleaning equipment and chemicals. • The direct supervision and responsibility of cleaning work completed by School Operational Services Level 2 General Employees. • Inspecting and securing buildings
Essential Criteria	<ol style="list-style-type: none"> 1. Highly effective communication and interpersonal skills to engage positively with colleagues 2. The ability to work independently and collaboratively. 3. Initiative and the ability to handle several tasks concurrently. 4. Flexibility to adjust to changing situations. 5. Ability to apply knowledge experience and training to assist with planning, organising and achieving outcomes within the relevant time constraints. 6. Demonstrated knowledge of work, health and safety principles and legislation, including hazard identification and risk management.

Qualifications	<ul style="list-style-type: none"> • Working with Children’s Check (WWCC) registrations. • Relevant work experience • First Aid Certificate
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Registration and Accreditation

Employment with CECG is conditional upon employees having or obtaining a valid and current working with children registration and accreditation for teaching.

Registrations and accreditations for teaching and working with children are administered under state and territory law. Employees required to perform work or access information in both the ACT and NSW are required to have valid registrations for both regions. The registrations are as follows:

ACT	NSW
<ul style="list-style-type: none"> • Working with Vulnerable People Check (WwVP) • Teaching Quality Institute (TQI) 	<ul style="list-style-type: none"> • Working with Children Check (WwCC)

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