

Education Facility Attendant

STATEMENT OF DUTIES

FEBRUARY 2024

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Services
Section/Unit/School	Specified School or College
Supervisor	Principal/School Business Manager
Award/Agreement	Facility Attendants (Tasmanian State Service Award)
Classification	Level 1-3
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, up to 80 hours per fortnight, 52 weeks per year including 4 weeks annual leave to be taken during school holidays. Full-time employees work 80 hours per fortnight accruing 4 hours per fortnight towards rostered days off which are taken during school holidays.
Location	Statewide

Primary Purpose

As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

Level of Responsibility/Direction and Supervision

Responsible for school cleanliness, and/or maintenance and upkeep of gardens, and/or efficient and effective preparation of materials for home economics classes and hygienic state of the school's facilities. Responsible for the tools, equipment and minor maintenance duties assigned.

Education Facility Attendants (EFA) employed at Level 1 will receive training in various facets of the role under direct supervision with detailed direction given on duties assigned. After 6 months employment at Level 1 EFAs will progress to Level 2 and the scope and complexity of the work is expanded and supervision and direction provided will reduce accordingly. After 12 months at Level 2 EFAs will progress to Level 3 and will exercise judgement in deciding how tasks are performed under general supervision only and may be required to supervise Level 1 and 2 Attendants. Commencing salary within the Level 1 to 3 range will therefore be determined based on skills and experience.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

Undertake work in some or all of the following areas:

Cleaning

1. Cleaning of all facilities including:
 - floors, walls and ceilings;
 - toilets and showers (staff and student);
 - sinks, bench tops and kitchen equipment;
 - all glazed areas;
 - drinking taps and troughs; and
 - light diffusers and shades.
2. As required polish or vacuum floors, refill dispensers with paper, soap and towels and empty bins and wastebaskets and wash and disinfect same.

3. Wash and clean all furniture and building fittings and fixtures.
4. Sweep and spot wash all concrete and covered areas.

Grounds keeping

1. Upkeep of grounds including the:
 - mowing of lawns;
 - maintenance of gardens; and
 - cleaning and tidying of outside areas.
2. Organise the removal of rubbish as required.
3. Clean regularly all gutters and drains.

Kitchen Assistant

1. Prepare demonstration ingredients and equipment for classes.
2. Prepare teaching aids and education displays.
3. Comprehensively clean Home Economics facilities and related areas including stoves, fridges, freezers, bench tops and associated equipment, fixtures and fittings.
4. Wash linen and towels.
5. Assist with the distribution of ingredients.

As EFAs gain experience they may also be responsible for:

Maintenance and Other Duties

1. Maintain tools and equipment.
2. Undertake minor site maintenance as required.
3. Activate and deactivate school security systems as appropriate
4. Undertake routine ordering and distribution of supplies and equipment.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Experience in, or the ability to acquire skills and competencies associated with, cleaning and/or grounds keeping and/or kitchen assistant duties.
2. Basic knowledge of cleaning and/or grounds keeping and/or kitchen assistant procedures.
3. Basic knowledge and awareness of the safe handling of chemicals and safe industrial practice generally.
4. Satisfactory verbal communication skills.
5. Personal skills of adaptability, initiative, self-motivation, and the ability to contribute to the work of a team in a school environment.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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| Essential | <ul style="list-style-type: none">• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment) |
| Desirable | <ul style="list-style-type: none">• Nil |

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Deputy Director Strategic Recruitment and Payroll
Operations – DATE
Request:

Date Duties and Selection Criteria Last Reviewed: insert month/year and initial e.g. 05/17 PMG
