

Education Facility Attendant

STATEMENT OF DUTIES		FEBRUARY 2024
Number	Generic	
Portfolio	Children and Young People	
Branch	Specified Learning Services	
Section	Specified School or College	
Sub-Section/Unit/School	N/A	
Supervisor	Principal / School Business Manager	
Award/Agreement	Facility Attendants (Tasmanian State Service) Award Education Facility Attendants Salaries and Conditions of Employment Agreement 2019	
Classification	Level 1-3	
Employment Conditions	Permanent or fixed term, full or 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	The current location is within the specified Learning Service	

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.

The Department has a range of delegations in operational areas including Finance, Human Resources 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 any specified limitations.

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.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

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.

Requirements

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

Essential

- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
 - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Nil

Working within the Department for Education, Children and Young People

The Department is responsible for the following areas within Tasmania

- Tasmanian Government Schools
- Child Safety
- Youth Justice
- Out of Home Care
- Libraries Tasmania
- Child and Family Learning Centres.

This is a department built entirely for children and 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.

We work collaboratively across disciplines to combine knowledge, experience and ways of working to benefit children and young people.

However, we are a new Department – established in October 2022 – and we are still working together to build our Strategy and our culture and values. This work will be continuing into 2023, and we want all staff to be involved in this.

Values, Behaviours and Workplace Diversity

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.

Our Department is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours enable everyone to be respected in the workplace and to have 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.

State Service Principles and Code of Conduct

Employment in the State Service 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 of Education, Children And Young People: Information technology policies](#)

Work Health and Safety

The Department is committed to high standards of performance in respect of work health and safety. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

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

Information & Records Management and Confidentiality

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

Delegations

This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position.

The Department has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Fraud and Corruption Control Policy and reporting procedures.

Fraud Management

The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's Fraud and Corruption Control Policy and Procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager or to the Manager Internal Audit.

We are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

Category/funding/restrictions: Permanent or Fixed Term. Cost code: Specified for the School/College or Business Unit.

HR Office use only:

APPROVED BY HRM 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
