

POSITION DESCRIPTION

BUS DRIVER / FACILITIES OFFICER

POSITION HOLDER:	Vacant
SECTION:	Maintenance
POSITION REPORTS TO:	Maintenance Team Leader
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2024 – General Staff - Classification TFS Level 4
STUDENT CARE:	No
PERIOD OF APPOINTMENT:	Permanent
WORKING HOURS:	38 hours per week – full time

PURPOSE

To safely drive school buses and vehicles to support curricular activities as determined by the School bus booking system. Assist with school traffic management, maintenance and gardening duties as required and any additional tasks assigned by the Maintenance Team Leader. To ensure that all work is undertaken in line with the School's service levels.

PRIMARY DUTIES

- Ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- To safely drive school buses and vehicles to support curricular and co-curricular activities as determined by the School bus booking system.
- Provide a courier service between campuses and externally as required, deliver goods and supplies to various parts of the school's campus.
- Perform detailing of school buses, other related and ancillary duties as required, including record keeping and arranging of servicing and repairs.
- Ensure smooth traffic management across either campus during the morning and afternoon when students are dropped and collected.
- Report any incidents through the incident reporting system.
- Assist the Maintenance Team Leader with the following tasks
 - Locking and unlocking of buildings, operation of alarms and monitor the daytime security of the school premises.
 - Perform minor maintenance tasks as required.

- Maintain cleanliness of school grounds including collection of rubbish and clearing of paths and walkways. Collect items for recycling where appropriate.
- Assist the members of the grounds and maintenance team and school staff with events, projects and minor works as directed by the Maintenance Team Leader
- Follow the work health and safety regulations and documentation necessary for tasks performed during all work by Friends' staff, including legislative compliance.
- In consultation with the Maintenance Team Leader plan and carry out routine and programmed maintenance tasks.
- Promote and collegially participate in a proactive grounds and maintenance team culture.
- Communicate clearly and seek feedback from all staff and community who are impacted by grounds and building maintenance.
- Assist with gardening duties/maintenance of gardens as required.
- Assist other members of the Maintenance Team with projects and minor works.
- Other duties in line with skills and level of the role as required.

KEY RELATIONSHIPS

- Heads of Schools
- Risk & Compliance Manager
- Executive Officer Business Operations
- Facilities & Services Manager
- Buildings & Maintenance Coordinator
- Administration staff – campus offices
- Other grounds and maintenance staff

DELEGATIONS

- NIL

SELECTION CRITERIA

1. Understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Tasmanian Light Rigid (LR) motor vehicle licence or greater. Current Public Passenger Vehicle licence (including Passenger Transport Ancillary Certificate). Extensive experience (ideally in excess of five years) driving buses in a passenger transport service.
3. Prior experience in a Facility Officer role.
4. Knowledge and experience in maintenance tasks, including ability to use basic hand tools.
5. Highly motivated, well-organised and flexible in approach to work, with good interpersonal communication skills.
6. Proven ability to schedule work and meet work requirements of facilities in a high-profile working environment.
7. The ability to work safely in a maintenance and school environment and be fit to undertake the inherent requirements of the position.
8. Show strong support for the Purpose and Concerns and ethos of The Friends' School.
9. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and provide a National Police Check (less than 6 months old).

C O N F I D E N T I A L I T Y

A School environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

- You are expected to:
- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name:

Date:

Signature: