



Position Description

Position Details

Position Title	Physical Education Support Officer
Department	Physical Education (PE)
Reporting to	Health & PE Coordinator
Key Liaisons	PE Teachers
Employment Type	Part time, term time, 20 hours per week, 8:00am to 12:00pm Monday to Friday
Pay Classification	Queensland Anglican Schools Enterprise Agreement 2018 (EA) Schedule 6H – Building Products, Manufacture & Minor Maintenance (\$29.59 hourly rate)
Last Review Date	November 2021

Our School

Hillbrook is a co-educational school of 810 students from Years 7 - 12, established in 1987. The School is growing in size over the next 4 years with up to 900 students by 2024. The School's motto, "In Balance We Grow" underpins life at Hillbrook, which prides itself on its focus on quality teaching and learning and a specialisation in the nurturing of adolescents. We aspire to provide all members of our staff and student body with support in a community environment.

Staff at Hillbrook are encouraged to become involved in the collegial ethos of the school. All employees need to be supportive of the core values of Hillbrook.

The School Leadership Team (SLT) comprises the Principal, two Deputy Principals and a Chief Financial Officer (CFO) and a Chief Operations Officer (COO).

The Role

The Physical Education Support Officer is primarily responsible for the maintenance of the Physical Education grounds, facilities and equipment.

Key Responsibilities

- Proactively attend to, and refine, the maintenance program for sporting facilities including ovals, courts, store rooms, carnival resources and other physical education equipment. Ensure the oval and major facilities (courts) are free from holes, leaves, sand and any other trip hazards.
- Maximise practical learning through efficient systems to set up PE activities (badminton, tennis, volleyball, table tennis etc).
- Ensure store rooms are organised and tidy at all times. Streamline storeroom layout and access for safe and secure use of equipment.
- Monitor storeroom equipment inventory for replacement and repairs and proactively identify ordering and maintenance requirements.
- Manage the storage of major equipment spares and replacements.
- Monitor major equipment and respond quickly to any equipment and facility safety concerns.
- Where appropriate, arrange/monitor maintenance of facilities conducted by outside contractors.
- Liaise with maintenance staff, contractors, local clubs and council to schedule and oversee PE maintenance programs.
- Assist with stocktake and replacement of major equipment.
- Plan, prepare and maintain equipment in the lead up to major sporting carnival days (swimming, cross country and athletics) to ensure the efficient, smooth and safe running of these events.
- Attend all school carnivals for the entire day and be responsible for equipment logistics including set up, pack up and monitoring. Play a lead role in the setup of facilities, equipment and resources, including marquees and barriers.

Competencies

1. Qualifications and Experience

- Experience with maintenance of grounds and equipment, ideally in a School environment.
- Trade qualifications desirable, though not a requirement.

2. Knowledge, Skills and Competencies

- The ability to work in a flexible manner, due to the frequency of ad hoc requests.
- The ability to prioritise and time-manage where there are multiple competing tasks.
- The ability to work productively, even without direct supervision.
- Physically active as manual handling will be required.



- The ability to effectively liaise with staff, departments and industry in an articulate, pleasant and professional manner.
- Possess positive and friendly interpersonal skills.
- Maintain respect for confidential student and teacher information.
- Commitment to support the safety and wellbeing of children and the protection of children from harm in accordance with Hillbrook policies.
- Possession of or eligibility for a 'Working with Children' suitability card.
- First Aid certificate; or willingness to obtain necessary training.

Conditions, Entitlements and Benefits

- This position is part time (20 hours per week), term time (approximately 39 weeks per year), commencing 24 January 2022. Ordinary hours of work are 8:00am to 12:00pm Monday to Friday.
- Annual leave accrues at 20 days per annum and includes a summer holiday leave loading.
- Personal leave accrues at 10 days per annum.
- Long Service Leave accrues at the rate of 1.3 weeks for each completed year of service with entitlements accessible after 7 years continuous service.
- Employer superannuation of 12.75% is available where staff make voluntary contributions of 5%. Employer super is paid in addition to salary.

Application Process

The closing date for applications is **Monday 22 November 2021**.

In your application, you should include:

- Resume - highlighting experience relevant to the position.
- Why you believe that you are qualified for this position.

All applications should be addressed to the Chief Financial Officer and emailed to:
positions@hillbrook.qld.edu.au

Receipt of application will be acknowledged by email. The Principal reserves the right to fill the position by invitation or to re-advertise the position. After the closing date, short-listed applicants will be contacted by the School, in order that an interview can be arranged. Only short-listed applicants will be contacted.