



Woodward Street
PO Box 654, Orange NSW 2800
P (02) 6362 3444
F (02) 6361 3616
www.orange-h.schools.nsw.edu.au

Orange High School

Honour the past, create the future

General Assistant – Orange High School

Orange High School has proudly educated students from the regional Central Western city of Orange, NSW for more than 107 years. The school is steeped in values and traditions supported by strong connections to the local community, who actively support its many initiatives. Orange High School's future is encapsulated by the school slogan, Honour the Past, Create the Future; and as result the school is driven and identified by a strong culture of excellence, achieved in an innovative and progressive teaching and learning environment.

Orange High School is comprised of outstanding educators, many of whom are relatively early in their teaching career, yet developing into exceptional educational practitioners of the future. The teaching team is led by a passionate leadership team who bring to the school wide and deep prior experiences in educational settings

The school is proud to reflect the health and diversity of the wider Orange community and be comprised of students from the full range of socio-economic, cultural and academic family backgrounds. As a result, the school has a genuine foundation on which it develops confident and resilient young people who are equipped with skills and experiences to succeed and positively contribute the world beyond school.

Orange High School has a Positive Behaviour for Learning (PBL) foundation. In addition, strong wellbeing initiatives ensure students graduate as positive and educated young citizens as a result of a high quality, supportive and inspirational education experience.

The school is fortunate to have partnerships with active parent and community groups in the arts, sport and culture including the Orange High School Parents and Citizens Association and Orange Aboriginal Education Consultative Group.

About the Role

This role is vital to the maintenance and upkeep of Orange High School.

To be successful in the role you will need to have good planning and prioritising skills and good communication skills to work effectively with others. The role will include but not limited to;

- Organising rooms, furniture, audio visual aids, public address systems, lockers and other items/equipment for school activities as required; dismantle and store items when not in use (with assistance where required).



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- Identify and report maintenance / safety issues to the role supervisor; undertake minor maintenance of buildings and equipment not covered by contracts or requiring a qualified tradesperson
- Maintaining and caring for school grounds, including: mowing school lawns and playing fields; marking of school playing fields; preparation of ground for planting trees and shrubs and planting and watering of same; pruning shrubs, trimming hedges, light lopping and trimming of trees. Safely and proficiently, operate mowers, tools and equipment; store and maintain mowers, tools and equipment in accordance with WHS standards.
- Unpack, store and/or distribute supplies in accordance with school procedures and safe work standards (e.g. chemical storage and handling); assist with school stocktakes as required
 - Monitoring school security systems and reporting faults to the Principal or School Teaching Executive.
 - Other related duties of the role, within the capabilities of the General Assistant, as directed by the Principal or School Teaching Executive.

If you are interested in this role please apply to the Business Manager – Nicholas Littlewood via email (Nicholas.littlewood1@det.nsw.edu.au) and attach a covering letter (max 2 pages) and your resume (max 5 pages) which clearly details how your capabilities, knowledge and experience can contribute to the success of this role. It is a requirement that you include the name and contact details of two referees.

Please note that applicants must have the following

- The applicant must have Working with Children's or eligibility to obtain.
- Must have current drivers licence.

For further information, please contact Nicholas Littlewood – 0427604436

Applications close at **3pm on Monday 18 November 2019**

This temporary position will commence on Tuesday 28th January 2020-Friday 18th December 2020 with the possibility of extension.