



## The School

St Luke's Anglican School is a co-educational day school located in Bundaberg, Queensland. Founded in 1994, the School educates over 860 students from Kindergarten to Year 12 and has a strong reputation for academic excellence, fostering spirituality and the development of each student's full potential.

The School employs 125 full-time, part-time and casual staff, covering all School functions including academic, co-curricular, administration and support services. Professional development and wellbeing of the staff are both important to the culture of the School.

## Position Vacant

### Painter

- **12 to 24 month fixed term contract**
- **Commencing 19 July 2021 (or by negotiation)**
- **22.5 to 38 hours per week (by negotiation)**
- **Salary Classification - Building, Manufacture and Maintenance**

## Position Summary

To carry out all duties pertaining to the preparation, cleaning and painting of the school buildings to ensure a high standard of presentation across the entire school campus.

## Applicants should address the following criteria in their application

- SC1 Satisfactory qualifications and experience as outlined in the role statement, including a valid Queensland Driver's License.
- SC2 Ability to communicate effectively with people of all ages and from a wide range of social and cultural backgrounds.
- SC3 Proven experience and ability in general interior and exterior painting.
- SC4 Ability to manage one's own time, set priorities, and manage individual jobs and resource requirements to complete tasks in a timely manner.
- SC5 Ability to plan work effectively, safely and to work cooperatively as part of a team.

## Competencies and Characteristics

### Essential

- Preparation and painting of internal and external school building areas.
- Pressure cleaning of school buildings.
- Cleaning of concrete and paved surfaces.
- Removal of graffiti.
- Assist the Property team when required with tasks commensurate with skills and experience. This may include garden and lawn maintenance and event set-up and set-down.
- Ensuring all works undertaken are to the highest quality for finished work.



- Ability to carry out physically demanding duties.
- Ability to carry out a variety of painting tasks using brush/roller/spray equipment.
- Must have the ability to prioritise tasks and work within deadlines.
- Must be able to work autonomously and/or as a team member.
- Confidence in working at heights.
- Good quality workmanship and an eye for detail.
- Must have the ability to follow established policies, procedures and instructions; but also to provide and offer new alternative and effective ways of doing things.
- Must have suitable interpersonal skills necessary to communicate with students, staff, parents and other visitors to the school.

## Desirable

A broad knowledge of the overall functioning of a school would be desirable.

## Education / Professional Qualifications

- Certificate III in Painting and Decorating or equivalent experience

## Role Statement

The role statement for the Painter position is available at [www.stlukes.qld.edu.au](http://www.stlukes.qld.edu.au).

## Applying for the Position

Pre-employment checks form part of the appointment process and cover such matters as Student Protection, Workplace Health and Safety, School Procedures and Policies etc. Further information about these policies and procedures is available on the School's website.

The St Luke's Anglican School Staff Recruitment and Selection Policy and the Staff Code of Conduct apply to this position.

Applicants should apply by submitting an application, which clearly provides details on each of the following:

- Provide a covering letter outlining your reason/s for apply for this position, including an account of your experiences and achievements (a maximum of 500 words).
- A copy of your resume including your educational qualifications relevant to the duties and selection criteria, relevant work and education history, as well as the name and contact details of three professional referees (a maximum of 3-4 pages).

Preferably, please submit your application via email to: [employment@stlukes.qld.edu.au](mailto:employment@stlukes.qld.edu.au)

Alternatively, you may post your application to:

The Principal  
St Luke's Anglican School  
4 Mezger Street  
Bundaberg Qld 4670



**Applications close at 10.00am on Monday 21 June 2021**

## Benefits and Culture

St Luke's Anglican School offers the opportunity to work with exceptional educators and staff, dedicated and passionate about enabling and empowering students to be the best they can be.

You will experience an innovative and creative teaching and learning culture, supported by your colleagues and the Executive Leadership Team and a commitment to your professional development.

Our staff enjoy a highly competitive remuneration package, discounts on school fees for children, park like grounds, modern facilities, free before and after school care during term time and a gymnasium.

## Child Protection Statement of Commitment

Anglican schools support the rights of children and young people and are committed to ensuring the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers, and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

Given our commitment to child protection, all teachers employed by St Luke's must be registered with the Queensland College of Teachers prior to appointment. This registration must be fully maintained. Queensland teachers are exempt from requiring a Working with Children Check (Blue Card), however as part of the recruitment process teachers will be subject to checks through the Anglican Schools Commission.

All non-teaching staff invariably interact with children on a regular basis. Many have direct supervisory and support duties which are identified in their position descriptions. All non-teaching staff (ie. administrative, support, facilities and ancillary) must undergo a Working with Children Check and maintain a positive notice and Blue Card. Applications must be completed prior to commencement and a positive notification is a firm condition of continuing employment. As part of the recruitment process, these staff will also be subject to checks through the Anglican Schools Commission.



## Painter

### Position Summary

To carry out all duties pertaining to the preparation, cleaning and painting of the school buildings to ensure a high standard of presentation across the entire school campus.

### Position Responsibilities

- Preparation and painting of internal and external school building areas
- Pressure cleaning of school buildings
- Cleaning of concrete and paved surfaces
- Removal of graffiti
- Assist the Property team when required with tasks commensurate with skills and experience. This may include garden and lawn maintenance, repairs and maintenance and event set-up and set-down
- Ensuring all works undertaken are to the highest quality for finished work

#### Other

- Maintain equipment, storage areas and workshops in a tidy and operational state
- Foster a committed, efficient and goal driven work environment within the Property team which welcomes opportunities to meet the needs of the school and provides solutions to a high level of customer satisfaction
- Support the Strategic Plan of the school
- Any other duties as directed by the Director of Operations or Business Manager.

### Position Requirements

#### Education / Qualifications

- Certificate III in Painting and Decorating or equivalent experience

#### Skills and Attributes

- Ability to carry out physically demanding duties
- Ability to carry out a variety of painting tasks using brush/roller/spray equipment
- Must have the ability to prioritise tasks and work within deadlines
- Must be able to work autonomously and/or as a team member
- Confidence in working at heights
- Good quality workmanship and an eye for detail
- Must have the ability to follow established policies, procedures and instructions; but also to provide and offer new alternative and effective ways of doing things.
- Must have suitable interpersonal skills necessary to communicate with students, staff, parents and other visitors to the school

#### Knowledge and Experience

- Previous experience in commercial painting
- An understanding of Workplace Health and Safety guidelines



## Additional Requirements

- Possess and maintain a current Blue Card for Child Related Employment (or have the ability to obtain one)
- EWP and Working at Heights qualification, or the ability to obtain qualifications.
- Able to take instruction, adapt to new systems & work unsupervised and also supervise others when required.
- Knowledge and experience in repairs and maintenance of buildings (preferred)
- Knowledge and experience in lawn and garden maintenance (preferred)

## Workplace Health and Safety

- Comply with the school's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work
- Co-operate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011 and the regulations that are imposed in the interests of health, safety and welfare on the Diocese or any other person

## General Terms of Appointment

- Be supportive of the Anglican Ethos of the school
- Uphold the school values of Faith, Performance and Honour
- Adhere to the Staff Code of Conduct
- Attend meetings as required by the Director of Operations, Business Manager and the Principal
- Adhere to a non-smoking working environment
- Adhere to all school policies and procedures

## Award

Queensland Anglican Schools Enterprise Agreement 2018 and its successors

## Salary Classification

Building Products, Manufacture and Minor Maintenance Schedule

## Immediate Supervisor

Director of Operations

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position at his/her discretion in order to most effectively serve the needs of the School.

# ROLE STATEMENT



**St Luke's**  
anglican school

FAITH • PERFORMANCE • HONOUR

**Approved By**  
Principal

**Date of Approval**  
May 2021