

General Assistant – Statement of Duties

The occupant of any position of General Assistant may be required, subject to OH&S obligations, to perform duties from the range listed. Principals are advised that in determining the range of duties, it must not be expected that an individual will be able to perform all of the duties contained in the statement. The range of the duties performed will be dependent upon the time allocation of a General Assistant to a school.

Responsible to the Principal for:

1. Setting up, dismantling and storing audio visual aides and public address systems as required. Minor maintenance of audio visual aides and associated material. This does not include operation of equipment.
2. Unpacking, storing and distributing stores.
3. Assisting in stock taking.
4. Allocation and supervision of pupils' lockers and locker keys.
5. Monitoring fire fighting equipment and reporting faults to the appropriate authority.
6. Monitoring school security systems and reporting faults to the appropriate authority.
7. Organising of rooms, furniture, material and equipment for school activities.
8. Storage and monitoring of tools, equipment and other stock for the General Assistant's use.
9. Minor maintenance of buildings and equipment not covered by contract or requiring a qualified tradesperson.
10. 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
11. Other related duties of the role, within the skills and competencies of the General Assistant, as directed by the Principal.