



Hunter Valley  
Grammar School

# TAS STOREPERSON

---

Hunter Valley Grammar School seeks to appoint a quality trade professional to assist teaching staff in the Technology and Applied Science Faculty (TAS).

## The School

Hunter Valley Grammar School is one of the leading independent and co-educational schools in NSW and Australia.

This is an exciting opportunity for an experienced, enthusiastic and committed storeperson to join our team.

## Further information

Applicants are encouraged to visit the School website at [www.hvgs.nsw.edu.au](http://www.hvgs.nsw.edu.au) and to consider thoughtfully the ethos and values of the School.

## The Position

Reporting to the Head of TAS the main requirement for the position is to present the facility in an immaculate manner for the students and teachers. These rooms consist of woodwork, metalwork, engineering, textiles and food technology, all complimented by state-of-the-art equipment. This is a part-time position, 25 hours per week for approximately 39 weeks per year, during school term times.

## Criteria for Selection

The following criteria will be applied when determining the most suitable applicant:

- Providing an area compliant from a WH&S perspective for all students and staff;
- Working in conjunction with others to ensure WHS policy and procedures are updated and adhered to;
- Maintaining the Inventory and Maintenance records registers and materials storage areas;
- Scheduling and prioritising special projects that would be transferable to a learning environment;
- Design, measure, cut and construct projects using a variety of materials which has required skills in wood work and welding;
- Effectively managing your time whilst showing flexibility to help support teachers' requirements;
- Navigating computer programmes with confidence and a willingness to use relevant software programs;
- Quality references from current/previous employers testifying to your capacity to do the job; and
- A medium rigid license would be a significant advantage. If not, then a medium rigid license would need to be obtained prior to commencement in the role.

You will ideally have a trade background or show a proven practical aptitude and ability and be confident in working with machinery and have worked within environments that have required you to use and keep updated robust WHS systems.

If you have an exceptional eye for detail and are looking to work 25 hours a week, during term time only, and take pride in making a difference, then we would love to hear from you.

## Comply with all HVGS Policies and Procedures

- Display an understanding of and commitment to all policies and procedures of the organisation
- Take reasonable care for your own health and safety. Not endanger your own or others' safety and health through your actions or failure to act
- Follow all reasonable directions given to you by your manager, the Head of TAS
- Immediately report any work-related injuries which have led to, or might lead to, an injury or illness
- Immediately report all safety hazards identified within the workplace
- Ensure you use any equipment in accordance with the training and instruction that you have received
- Conduct yourself and your work in line with all HVGS WHS policies and procedures as notified to you

## Contribute positively to HVGS

- Promote the work and profile of HVGS in the community
- Contribute to consultations regarding policy and procedure development and operational aspects of staff support
- Uphold the sentiments of the HVGS Mission, Vision and Strategic Goals
- Provide reports as required by management

## Salary and conditions

- The salary and conditions will be negotiated with the successful applicant based upon experience and qualifications
- As a guide, the salary under our MEA for the part-time role would be in the range of \$27,500 to \$31,700 plus superannuation
- The successful applicant will need a current Working with Children Check. For further information on how to obtain this visit [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au).

## Application

Suitable applicants should apply by submitting a resume with covering letter addressed to –

The Principal  
TAS Application  
Hunter Valley Grammar School  
PO Box 458  
East Maitland NSW 2323

Or by email as a PDF attachment to Mrs Ana Stratton, [strattona@hvgs.nsw.edu.au](mailto:strattona@hvgs.nsw.edu.au)

Inquiries regarding the position may be directed to the Head of TAS, Mr Owen Redhead by email to [redheado@hvgs.nsw.edu.au](mailto:redheado@hvgs.nsw.edu.au) or by contacting the School on 4934 2444.

**Applications close at 1pm on Friday 31 May.**

Applications received after this date will not be considered.

Mr Paul Teys

**Principal**