



# Cloncurry

State School P-12

Courtesy, Truth & Knowledge

Principal: Christine Norton

Deputy Principal: Brendan Baillie

Head of Department: Helen Chivers

Daintree Street (PO Box 337) Cloncurry QLD 4824 · Ph 07 4742 8333 · Fax 07 4742 8300 · [www.cloncurryss.eq.edu.au](http://www.cloncurryss.eq.edu.au)

Cloncurry State School P-12 is currently seeking a 'School Readiness Officer' who is highly motivated with excellent communication skills.

Job type	Temporary Part-Time – 15 hours per week
DATES:	'School Readiness' Officer Monday 12 <sup>th</sup> March 2018 to Thursday 29 <sup>th</sup> March 2018 Dates could be extended.
Occupational group	Administration Classification: AO2
Workplace location	Cloncurry State School P-12
Closing Date	Wednesday 7 <sup>th</sup> March, 2018 @ 12 NOON
Salary	\$24.40 per hour (approx.) \$360.00 gross per week
Contact Person	Christine Norton
Contact Details	Phone: 47 428 333 Email: <a href="mailto:the.principal@cloncurryss.eq.edu.au">the.principal@cloncurryss.eq.edu.au</a>

#### Your role:

- Work under the guidance of the Principal to build relationships with parents and students to have them at school & ready for learning every day
- The position will include completing home visits and initiating phone calls to parents
- Computer skills will be required
- Open Drivers Licence will be required

The successful applicant must be highly organised, a confident communicator, have the ability to be highly confidential and the ability to build a trusting rapport between home and school.

#### Applications:

- Please forward resume including contact details for 2 referees (one of whom should be your current supervisor)
- Please provide one page document and address key duty roles of: Communication skills, Organisational Skills and Computer skills.
- Applications to be marked and forwarded to:

**PRIVATE AND CONFIDENTIAL**  
The Principal  
Cloncurry State School P-12  
Post Office Box 337  
CLONCURRY QLD 4824

Alternatively applications can be emailed to: [the.principal@cloncurryss.eq.edu.au](mailto:the.principal@cloncurryss.eq.edu.au)

**CLOSING DATE FOR APPLICATIONS: WEDNESDAY 14<sup>th</sup> MARCH 2018 @ 12NOON.**



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## Additional information:

- ♦ The Child Protection Reform Amendment Act 2014 requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The Department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: [www.bluecard.qld.gov.au/](http://www.bluecard.qld.gov.au/) .
- ♦ The prospective employee is responsible for the cost of the initial Positive Notice blue card
- ♦ Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA)
- ♦ A criminal history check will be initiated on the successful applicant
- ♦ Successful applicant will be required to complete Mandatory training in Code of Conduct and Student Protection
- ♦ A non-smoking policy applies in Queensland Government buildings, offices and motor vehicles