

Education Facility Attendant

STATEMENT OF DUTIES

SEPTEMBER 2026

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Services
Section/Unit/School	Specified School or College
Supervisor	Principal/School Business Manager
Award	Facility Attendants (Tasmanian State Service Award)
Agreement(s)	Education Facility Attendants Salaries and Conditions of Employment Agreement 2025
	Education Facility Attendants Job Security Industrial Agreement 2025
Classification	Level 2 -3
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time
Location	Statewide

Primary Purpose

The Education Facility Attendant (EFA) contributes to a safe, hygienic, and welcoming school environment by performing a range of duties, including cleaning, groundskeeping, kitchen support, and minor maintenance. EFAs may work independently or as part of a team and are responsible for maintaining school facilities, equipment, and materials to a high standard.

Level of Responsibility/Direction and Supervision

EFAs are expected to actively promote the safety and wellbeing of children and young people, identify and report any concerns, and model behaviours consistent with the Department's values.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People and Culture (P&C) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

Undertake duties in some or all of the following areas:

Cleaning

1. Cleaning of all facilities including:
 - floors, walls and ceilings;
 - toilets and showers (staff and student);
 - sinks, bench tops and kitchen equipment;
 - all glazed areas;
 - drinking taps and troughs; and
 - light diffusers and shades.
2. As required polish or vacuum floors, refill dispensers with paper, soap and towels and empty bins and wastebaskets and wash and disinfect same.
3. Wash and clean all furniture and building fittings and fixtures.
4. Sweep and spot wash all concrete and covered areas.

Grounds keeping

1. Upkeep of grounds including the:
 - mowing and maintenance of lawns to an agreed standard;
 - development and maintenance of gardens; and
 - cleaning and tidying of outside areas.
2. Organise the removal of rubbish as required.
3. Regularly clean regularly all ground level gutters and drains.

Kitchen

1. Order, prepare and manage ingredients and equipment for classes, including arranging purchases in accordance with school processes, maintaining appropriate records (e.g. invoices/ receipts) and submitting these to administration for processing.
2. Prepare and set up ingredients and equipment for practical classes, including assisting with distribution as required.
3. Clean and maintain school kitchen facilities and associated areas, including stoves, fridges, freezers, benchtops and equipment, fixtures and fittings in accordance with basic food hygiene requirements.
4. Wash and maintain kitchen linen and towels to ensure cleanliness and hygiene standards are met.

Maintenance & Other

1. Maintain tools and equipment; perform minor repairs and site maintenance.
2. Activate and deactivate security systems, ensuring premises are safe and secure during and outside of operational hours.
3. Order and distribute supplies and equipment as required.
4. Perform additional duties within scope of experience and classification.
5. Comply with all relevant record keeping requirements.
6. Promote and implement effective waste reduction initiatives within the workplace.

Mandatory Duties

1. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
2. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives,

SRS Reporting, safeguarding practices and all mandatory reporting and training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Experience in, or the ability to acquire skills in cleaning, groundskeeping or kitchen assistance.
2. Basic understanding of procedures and safety standards relevant to assigned duties.
3. Knowledge of (or capacity to acquire) safe handling of chemicals and equipment.
4. Effective verbal communication skills.
5. Personal qualities including adaptability, initiative, reliability, and teamwork.
6. Commitment to the Department's values and ability to reflect these through behaviour.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Nil

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania

is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 520040, Manager - Recruitment Operations– SA 09/2026

Date Duties and Selection Criteria Last Reviewed: SW 09/26
