THE HUTCHINS SCHOOL
APPLICANT INFORMATION

hutchins.tas.edu.au

HUTCHINS
ESTABLISHED 1846

Bus Driver/Maintenance Assistant
Permanent/full time

Welcome and introduction

The following information has been compiled to give you a better understanding of what is expected of staff when they are part of the Hutchins community. We encourage you to visit our website (www.hutchins.tas.edu.au) should you require further information about the School.

History and tradition
The Hutchins School was founded in 1846 as a memorial to The Venerable William Hutchins, first Archdeacon of the colony of Van Diemen's Land. Intended by the Church of England as a southern feeder school for Christ's College at Bishopsbourne, it outlived the College and eventually absorbed its replacement – along with several other notable schools – to become the pre-eminent boys' school in Tasmania.

Hutchins commenced operations under Headmaster J R Buckland at Ingle Hall in lower Macquarie Street, one of the oldest homes still standing in Hobart. In 1849 it moved a few blocks up Macquarie Street to a purpose-built schoolhouse designed by Tasmanian architect, William Archer. The Buckland family's combined 46 years in charge of Hutchins served to set the School on a distinguished educational and spiritual path, and it continues to expand and develop to this day.

In 1957 a new Junior School opened at Sandy Bay, following the sub-primary block opened there in 1947 and the Memorial Oval in 1955. The Senior School followed in stages, after the purchase of the former Queenborough Cemetery in 1960 and the subsequent construction of a boarding house, science wing, administration block and classrooms, all opened in 1964.

The Macquarie Street building was sold in 1965 and Hutchins commenced full operations at Sandy Bay the following year, gradually adding a Middle School, Early Learning Centre, chapel, gymnasium, auditorium, sports grounds and performing arts centre.

Proud of its heritage, Hutchins has a tradition of producing good men distinguished in all fields of endeavour – from academia, politics and the law to business, sport and the arts. The School's motto of **Vivit Post Funera Virtus** – *Character Lives After Death* – exemplifies the School's dedication to the building of character, moulded by faith, learning and service to others.

Our vision
Hutchins provides an inspirational education where each boy strives to achieve his personal best and is willing to serve his community as an informed and active citizen; locally, nationally and globally.

Our mission
Hutchins is an Anglican school whose supportive, learning community works together to build character of boys.

Our goal
The Hutchins School aims to **build good men** who act with kindness, integrity, compassion, humility and courage.

Our faith
A Christian life, as a response to Jesus Christ, is commended and encouraged at Hutchins. We express our Christian values in welcoming and respecting members of all faith.

Our commitment
The Hutchins School community is committed to providing an age and stage holistic education with a focus on the wellbeing of boys. We aim to inspire students to be creative and adaptable by providing them with the skills to lead and succeed in their global future.

Our values
Kindness
Integrity
Compassion
Humility
Courage

Location
The Hutchins school is located in Hobart Tasmania. Hobart is the capital city of Tasmania. The population of Hobart is approx. 220,000 and its skyline is dominated by the 1,271-metre (4,170 ft) kunanyi/Mount Wellington.

Hobart's location, nestled between kunanyi/Mount Wellington and the River Derwent, helps buffer the city from extreme weather conditions. Though pleasant, the weather can be unpredictable; some days seem to have all four seasons thrown in! Plus, there is a bit of a chill in the air once the sun goes down. The best solution is to wear a few layers of clothes that you can add to or take off as necessary.

Tasmania is the coolest region of Australia and the average daily maximum temperature for February (summer) is 22°c and 13°c in July (winter). Due to the clean air and Tasmania's proximity to the ozone hole over Antarctica, the sun here is stronger than you might expect and can burn in as little as 15 minutes, so wearing sunscreen is recommended.

Organisation structure

The Hutchins School Board is governed by the Christ College Act 1926 and is responsible for the Governance of the School. The School Board consists of nine members: the Bishop as Visitor, three members appointed by the Visitor, five members by the Hutchins School Old Boys' Association and one by the Christ College Trust. The current Chairman is Mr Gene Phair.

Each Board member is appointment for five years, with an option to continue an additional five years upon the invitation of the Appointer in consultation with the Chairman of the Board.

The Hutchins School Board is supported in its work by three committees composed of members of the Board. The committees are Finance, Audit and Risk; Property and Development; and Policy and Planning.

The Headmaster and the Chief Operating Officer report directly to the Board. The School is comprised of

- Outside of School Hours Care
- Early Learning Centre – Pre-Kindergarten, Kindergarten, Prep, Year 1 and Year 2
- Junior School – Year 3 to Year 6
- Middle School – Year 7 and Year 8
- Senior School – Year 9 to Year 12

Pre-employment checks

The Hutchins School is committed to protecting children and young people from harm. We require all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that includes, but is not limited to,

- comprehensive reference checks
- an identity check
- Registration to Work with Vulnerable People check
- National criminal history record check

All staff are required to hold a current Registration to Work with Vulnerable People for the duration of their employment with the School. Teachers are also required to be registered with the Teachers Registration Board of Tasmania and to uphold their Code of Professional Ethics and Professional Teaching Standards.

The Hutchins School will not employ a person who is deemed a prohibited person based on the information received during the screening process.

Dependant on the position, a pre-employment medical may be required. This will be specified on the Position Description.

Safeguarding children

Purpose
The Hutchins School's recruitment and screening procedures have been developed to ensure that our school recruits personnel who are suitably qualified and committed to providing professional, safe and enjoyable education to children and young people.

Commitment
The Hutchins School is committed to safeguarding children and young people. Applicants are encouraged to read our Safeguarding Children and Young People Policy
http://www.hutchins.tas.edu.au/policies

Face-to-face interview
All applicants with direct contact with children and young people are required to attend at least one face-to-face interview.

References
We conduct a minimum of 2 reference checks for all shortlisted candidates as a means to gather additional information about suitability to work with children and the ability to fulfil the role. Professional referees are required and must meet the following conditions -

Professional referees (minimum of 2):

- a representative of current or most recent employer
- must have had a direct managerial relationship and be capable of commenting on tasks, abilities, and relationships with colleagues

Personal referees are not preferred. However, if there is no option but to include a personal referee, then that referee:

- will not be related to the applicant
- have known the applicant for at least 12 months
- must be able to vouch for the applicant's reputation and character

The referee checks will involve direct contact with the referee. Written character references are not sufficient.

The role

The School seeks to appoint a full time Bus Driver/Maintenance Assistant to join our Facilities Team.

This role contributes to the bus driving and maintenance functions within The Hutchins School and is a part of the Facilities Team providing a safe, reliable and welcoming bus service to students and staff. It also provides back up support to the Facilities Team and is an additional resource for maintenance functions.

A Position Description is included later in the pack for further information about the role.

Selection criteria

To be considered for this role candidates will need to address the following in the application. In **no more than two pages**, please address the following two questions:

1. Provide details of previous bus driving experience, using specific examples of working with children if applicable.

2. Detail your experience in tasks relating to maintenance that will assist you with this role. Where possible, include where you may have had competing priorities and deadlines.

Submitting your application

1. Your application for this role must include a response to each of the questions and your curriculum vitae. Please save your application as a PDF. If you wish to include a covering letter please make it part of this document and ensure that your covering letter is no longer than a single page and addressed to the Headmaster of The Hutchins School. Please include at least two workplace referees.

2. Submit your application by **9.00am Monday 1 March 2021** via the 'Apply online' button on the employment page on our website (www.hutchins.tas.edu.au/employment).

For further information please contact Mr Sam Fenney, Facilities Manager at sam.fenney@hutchins.tas.edu.au or 03 6221 4217.

Those candidates whose written applications clearly addressing the questions will be further considered in our selection process.

Next steps

- All applications will be acknowledged
- Shortlisted candidates will be invited to attend an interview and provided updates by phone
- Unsuccessful applicants will be notified at the completion of the recruitment process by email.

We take your privacy seriously. To find out about how we safeguard your personal information please refer to our Privacy Policy (www.hutchins.tas.edu.au/privacy).

THE HUTCHINS SCHOOL

Position Description

Position title	Bus Driver/Maintenance Assistant

Reporting to	Facilities Manager
Direct reports	N/A
Full time equivalent (FTE)	1.0
Classification	School Operational Services, Grade 2
Role specific check	Tasmanian Registration to Work with Vulnerable People (RWVP) National Police Record Check
Role specific resources	Mobile phone

Background and context

This role contributes to the bus driving and maintenance functions within The Hutchins School and is a part of the Facilities Team.

Key relationships

- Facilities Manager
- Facilities Co-ordinator
- Heads of Schools
- Chief Operating Officer

Key accountabilities

Bus Driving

- Provide a safe, reliable and welcoming transportation service for students and staff from Hutchins and co-operating schools, to and from the School to defined local and intrastate destinations.
- Ensure appropriate behaviour by student passengers (refer Tasmanian Department of Infrastructure, Energy and Resources (DIER) Code of Behaviour for Passengers and Drivers').

- Conduct defined pre-driving checks of bus and relevant safety equipment.
- Record student attendance on each bus run and from casual users as necessary.
- Provide relevant passenger attendance lists to the Senior Bus Driver at the end of each shift.
- Ensure the inside and outside of the bus is maintained in a clean and presentable manner.
- Driving a bus consistent with the requirements to maintain applicable licensing, accreditation, certification and/or registration and undertake driving assessments as otherwise reasonably required.
- An ability to concentrate intensely to drive in conditions which may regularly or intermittently involve any or all of the following:
  - Heavy traffic.
  - Poor weather conditions.
  - Poor road conditions.
  - Unexpected distractions inside or outside the bus.

Maintenance

- Assist the Facilities Co-ordinator with maintenance repairs as required.
- Undertake general maintenance duties such as painting, maintaining and repairing doorways, door hardware, lighting and handrails, cleaning litter from high volume areas.
- Undertake general garden maintenance.
- Deliver goods to various points within the School.
- Undertake audits and reporting of various infrastructure throughout the School.
- Other duties as determined by the Headmaster.

Capabilities, Qualifications and Experience

Capabilities

- Uphold the School's Code of Conduct defining professional behaviour, standards and statutory obligations.
- Support the School's Guiding Statements and model the values of the School through words and personal actions.

Qualifications and Experience

- Ability to drive a public passenger vehicle by holding a current Light Rigid Vehicle License as recognised by the Tasmanian Department of Infrastructure, Energy and Resources; or the ability to acquire such a license.
- The necessary character requirements confirmed by a National Police Certificate obtained from Tasmania Police;
- Demonstrated ability to relate to and successfully engage with children.
- A current First Aid qualification such as Apply First Aid (previously known as Senior First Aid or Workplace Level 2) or ability to obtain such a qualification.
- Proven knowledge of general maintenance techniques.

Safeguarding Children and Young People

Our school takes child protection seriously, and as an employee of The Hutchins School, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines and The Hutchins School Code of Conduct, as updated from time to time.

Therefore, as a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people;
- promote the safety and wellbeing of children and young people to whom we provide services;
- ensure that your interactions with children and young people are positive and safe;
- provide adequate care and supervision of children and young people in your charge;
- act as a positive role model for children and young people;
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- maintain valid 'working with vulnerable people' registration; and
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

Work Health and Safety (WHS)

- Take reasonable care for your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by The Hutchins School to allow the School to comply with the Work Health and Safety Act.
- Co-operate with any reasonable policy or procedure of the School relating to health or safety that you have been notified of.

Our values

Model the values of the School through words and personal actions that inspire others to do the same:

- Kindness
- Integrity
- Compassion
- Humility
- Courage

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THE HUTCHINS SCHOOL 71 Nelson Road, Sandy Bay, 7005
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The Hutchins School Board as established by The Christ College Act 1926
ABN 91 133 279 291 CRICOS 00478F