



Billanook College

*Growing and Caring*

## POSITION DESCRIPTION – INTERNATIONAL PROGRAM TRANSPORT OFFICER

As a school of the Uniting Church in Australia, Billanook College's Mission is to develop a dynamic, caring learning community which fosters the growth of the whole being of each girl and boy – in body, mind and spirit; providing a range of pathways to life-long learning through and beyond academic excellence.

At Billanook, our staff are central to our mission. We aim to recruit and sustain a workforce focused on the shared vision of Billanook College.

### POSITION PURPOSE

To support the welfare and safety of International students engaged in academic and study programs external to the College after hours; to provide a pick up and drop off service within nominated hours between Mooroolbark station and the homestay residence.

**REPORTS TO**            Manager of International Programs

### KEY SELECTION CRITERIA

- Current Victorian Driver's Licence, clear of any driving convictions
- Ability to drive a 12 seater mini bus
- Demonstrated familiarity with and understanding of cultural diversity
- Experience with and knowledge of ethnic and different cultural groups, particularly those from Asia
- Strong interpersonal and organisational skills
- An effective communicator
- The capacity to problem solve and work independently
- Sound understanding of the Child Safe Standards and other mandatory reporting requirements as they apply to Victorian Schools, and a strong commitment to providing a child safe environment at all times
- A current Working with Children Check and Victoria Police Check

### KEY ACCOUNTABILITIES

- Provide a reliable transport service within the nominated timeframe for Billanook College enrolled international students
- Adhere to Victorian road laws and all policies of the College
- Use the College mini bus where possible for transport

### PERFORMANCE EXPECTATIONS

- Be available when required
- Transport students safely to individual homestay residences
- The vehicle to be used may either be the Billanook College mini bus (when available) or the Officer's own vehicle
- The Officer will park their vehicle in a known location as close as possible to the exit ramp of Mooroolbark station for pick up
- The Officer will remain in the vehicle and wait for students to approach from the station
- Respond to phone calls from students arranging a pick up time within the nominated hours
- Be present at the station waiting at the agreed arrival time
- If not present at the agreed arrival time, call the student to notify of arrival
- Transport students directly to their homestay residence from Mooroolbark station
- Maintain a log record of the student "drop off" sequence
- Report any concerns with procedures or students to the Manager, International Program without delay



## TERMS AND CONDITIONS

This is a casual position with hours of working being 7.30pm – 10.00pm on Friday and Saturday evenings and 6.00pm – 8.00pm on Sunday evenings during the school year. One hours of administrative time will also be allocated.

The terms and conditions of employment are set out in the Billanook College (Educational Services Staff) Certified Agreement 2018. As such the position is classified at Grade 1.5 level. The casual hourly rate is \$34.60 plus time and a half for the first three hours worked after 6.00pm Monday to Friday, double time thereafter, time and a half for hours worked on a Saturday and double time for hours worked on a Sunday.

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Billanook College supports the principles of equal opportunity employment and encourages diversity in the workplace.

## APPLICATIONS

Please forward a letter of application and a Curriculum Vitae detailing qualifications, employment history and experience and the names of at least two referees who are able to comment on your recent employment experience, including your suitability to work with children. **Please email your application as one file in PDF format.**

Applications to be addressed to:

Mr Roger Oates

Principal

Billanook College Ltd

197-199 Cardigan Road

Mooroolbark, 3138.

Email: [karin.thompson@billanook.vic.edu.au](mailto:karin.thompson@billanook.vic.edu.au)

Applications close: Wednesday 10 January 2018 at 5.00pm

