



BOROUGH OF QUEENSCLIFFE

GENERAL APPLICANT INFORMATION – School crossing supervisor

1. GENERAL

The Borough of Queenscliffe is located in one of Victoria's premier coastal areas and is defined by unique environmental values, built heritage and maritime history.

Council is seeking to appoint a permanent, part-time School Crossing Supervisor (Reliever) to join its community focused team.

The School Crossing Supervisor will maintain a high level of public safety for school children and other pedestrians crossing the road at designated Children's Crossings within the Borough.

Training suitable for this position will be provided.

2. CONDITIONS OF EMPLOYMENT

This is an on-going, part-time position with a minimum of four shifts per week. Other shifts will be offered on a relief basis when other crossing supervisors are on planned or unplanned leave. It is expected additional shifts will be required most weeks of the school term, although this cannot be guaranteed.

The four shifts to be offered at a minimum are on Tuesday and Wednesday morning and afternoon on school days.

The salary range falls within Band 1 of the Borough of Queenscliffe Enterprise Agreement and is paid as an annualised salary. The hourly rate (as part of the annualised salary) is \$31.81 plus superannuation.

Police check and working with children check

An offer of employment is conditional on the applicant obtaining a satisfactory Police Check and an employee Working with Children Check, both of which are to be organised by the successful applicant and reimbursed by the Borough of Queenscliffe. Please do not pay for a police check or employee Working with Children Check until you have been offered a position.

Visa/citizenship

To be eligible for appointment as an employee of Borough of Queenscliffe, you must be an Australian citizen or a permanent resident of Australia or have an appropriate current visa that entitles you to work lawfully in Australia. Council reserves the right to request proof of visa and/or citizenship status.

3. INFORMATION TO BE PROVIDED WITH THE APPLICATION

1. Cover letter

- including full name, address, telephone number
- and outlining your suitability for the position and why the position appeals to you

2. Copy of Resume / Curriculum Vitae (CV)

- including qualifications
- and details of relevant experience

4. HOW TO APPLY

Applications *must* be submitted by email to recruitment@queenscliffe.vic.gov.au by **4:00pm on Monday 3 April 2023**. For further enquiries please contact Brett Harris, Acting Senior Law Enforcement Officer, on (03) 5258 1377.

Please address your application to Mr Brett Harris with the job reference: SCSR2023.

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**Recruitment privacy statement**

The Borough of Queenscliffe is committed to the responsible handling of personal and health information collected as part of the recruitment process.

We collect personal information provided by you when you apply for a job with us. The types of information we may collect include:

- information from your resume or application form – including your name, address, contact details (such as phone numbers and email addresses), skills and other employment history details
- academic transcripts or qualifications
- referee details as provided
- information collected during the interview process
- other miscellaneous information that is disclosed by you

Information collected about you will only be used in relation to recruitment and selection processes and will not be disclosed to a third party without your consent, except as provided in this statement or otherwise required by law.

Unsuccessful applications will be retained for a minimum period of six months after the conclusion of the selection process. Personal information may also be retained after that time in the selection report created by the selection panel. Information will not be used for consideration for future employment without your consent.

Applicants may be required to undertake a health check. The Borough of Queenscliffe will rely on information provided for selection process requirements.

More information is available in our Information Privacy policy available at: [cp010-information-privacy-adopted-240822.pdf \(queenscliffe.vic.gov.au\)](#)