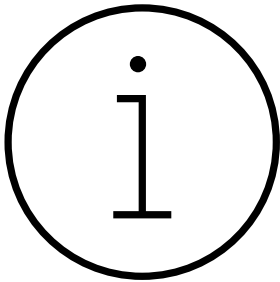


## School assistant at Merri-bek Primary School

### Job description



This **Job Description** has information about Merri-bek Primary School, the job, and how you can apply.

### About Merri-bek Primary School



Merri-bek Primary School is looking for someone to work in their office, or library, or garden, or with their students.



Merri-bek Primary School is a workplace that:

- has a lot of different types of work
- can give you work which suits your skills and abilities



Merri-bek Primary School is a workplace that:

- is fair and safe
- caring and fun
- sometimes noisy

## What is the job?



You could be working in:

- the school reception area and office
- the school library
- the school gardens
- classrooms helping teachers
- playgroups with the students



The work you could do is:

### **Reception/office work**

- greeting students and families
- photocopying
- other office work



### **Library work**

- shelving books and contacting books
- helping students borrow books
- help with library displays
- reading to children



### **Gardening work**

- watering plants
- weeding
- emptying bins
- helping other people that work in the garden

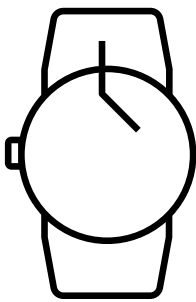


### **Working with the students**

- reading to children
- helping young students with their work
- helping the teacher with photocopying, drawing, cutting up paper and other things



The job is paid. You will be paid for the hours you work.

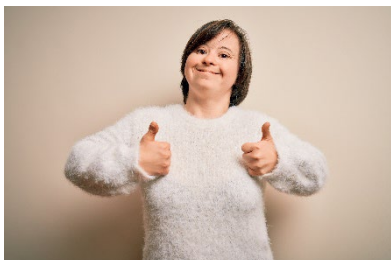


The job is part-time for 12 hours per week.  
The hours are 9-30am to 2.00pm on Tuesday, Wednesday, and Thursday.



You may be able to work different hours if you need to.

## About me



To apply for this job you must:

- have Down syndrome
- be 18 years or older
- be prepared to get a Working with Children Check

The skills you need to work in this job:

- you can work as part of a team
- you enjoy talking to people
- you like learning new things
- you like to have fun at work!



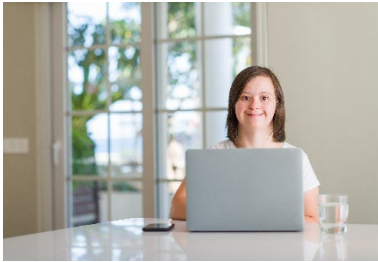
## How to apply



Send an email with your CV or Personal Profile to Brendon at:

**[employment@dsav.asn.au](mailto:employment@dsav.asn.au)** and a copy to

**[brendong@dsav.asn.au](mailto:brendong@dsav.asn.au)**



Answer these 3 questions:

1. Why do you want to work at Merri-bek Primary School?
2. What are your top 3 skills?
3. Where would you like to work in the school (in the office, garden, library, or in the classroom)? Why?



You need to apply for this job before the 6<sup>th</sup> of December, 2023.



If you have any questions you can ask Brendon.

Phone: 03 9486 9600

Email: [brendong@dsav.asn.au](mailto:brendong@dsav.asn.au)