

EDUCATION FACILITY ATTENDANT QUESTION BANK

CRITERIA – Experience in or the ability to acquire skills and competencies associated with cleaning and/or grounds keeping and/or kitchen assistant duties

Outline your skills and experience and how they will support your ability to fulfil the role of EFA at this school
What do you believe are the key aspects of the role of an Education Facility Attendant at this school?
How could your skills and personal attributes contribute to a positive team culture at this school?
Tell us the things that a school attendant needs to know in order to do their best work

CRITERIA – Basic knowledge of cleaning and/or grounds keeping and/or kitchen assistant procedures

Projecting yourself into this role, could you outline what tasks you would see as needing to be done on a: a) Daily basis b) Weekly basis c) During term holidays
There are times when it is necessary to alter the daily work routine such as on wet days and during school breaks and student free days. Explain how you would effectively use your time on these occasions
When you walk into your designated cleaning area, what things do you look for?
Tell us about specific cleaning tasks you have performed and how you do them?

CRITERIA – Basic knowledge and awareness of the safe handling of chemicals and safe industrial practice generally

The nature of your duties necessitates the use of a variety of chemicals and machinery. How would you ensure your own safety and the safety of others in the school community?

How would you deal with moving a large object e.g. a bank of lockers?

Explain the procedures for handling of chemicals and safe industrial practice in the workplace, including what action you would take if you come across a chemical spillage?

What Occupational Health and Safety precautions would you take during your daily routine?

Please tell the panel about an example of how you have dealt with the safe handling of chemicals in your work?

Describe a situation when you have noticed a safety risk in your workplace and describe what you did and how you alert others to its hazard?

You are busy cleaning the toilet block when you are called to a chemical spill in the science laboratory. What things would you do to fix this problem?

CRITERIA – Satisfactory verbal communication skills

Working with teachers, ancillary staff and students is an important part of this position. Describe the relationships you would expect to have with each of these groups

How would you deal with a situation where it is clearly evident that a student is trying to provoke you by marking walls and floors and deliberately causing excessive littering by upending rubbish bins in your designated cleaning area?

Communication skills are an integral part of this position. Please provide an example where you have been required to communicate effectively with a wide range of people.

What do you think it means to demonstrate satisfactory verbal communication skills and why is communication such an important quality?

One of the teaching staff complains to you that you have not cleaned the classroom properly. What are your responses?

Our school community comprises students, staff, families, contractors and visitors to the school. Provide an example where you have been required to communicate effectively with a wide range of people. Please include the protocols around which you need to work in the school context.

CRITERIA – Personal skills of adaptability, initiative, self-motivation, and the ability to contribute to the work of a team in the school environment

What do you think it means to be a positive team member and why is this an important quality?
Give us some examples of instances when you have demonstrated adaptability and initiative
In a role such as this one, working in a team will be crucial. What makes a team function successfully? Provide an example that you have been involved with
It is important that we constantly review the processes we use and evaluate the outcomes. Can you give some examples of your personal skills of initiative and problem solving?
Please outline something you have done in your current workplace which demonstrates your initiative and self-motivation?
How could your skills and personal attributes contribute to the positive team culture at this school?
In a workplace there are many personalities, how do you establish good working relations with the team you work in?

OTHER QUESTIONS

You arrive at work to find that an unscheduled event is to occur that day. This will take 2 hours from your cleaning time. What will you do?
Tell the panel why you should be considered for this position
Why do you think you are the best applicant for this position
What do you see as the potential rewards and challenges as an Education Facility Attendant within a school setting
In the position of Education Facility Attendant you become aware of an issue in the students toilet block. Students are blocking the sink with hand towel which then overflows the basin and the floor is flooded. What measures would you take to solve this issue?
What do you see as some of the challenges and what would you enjoy about working in a school and why?
Please explain to us what you would do if you have been asked to undertake a duty within your role as an EFA that you have not done before
At this school we pride ourselves on the presentation of our school. In the role of EFA how would you contribute and what do you consider to be important in this area?

The Principal has decided that he would like a broader spread of hours of attendance for facility attendants, for security reasons. A meeting is held with all interested parties – how would you tackle this meeting – would you offer to do an earlier shift if it was in the best interests of the school, or would you stick to what you were originally assigned to do?

In most schools, fundraising events are conducted which involve weekend activities. Please describe your perception and contribution that you could make to this occasion if selected as our EFA.

The requirement of the Department of Education is to provide all staff with professional learning opportunities and therefore, would you be prepared to accept additional training and professional learning opportunities? Would you benefit from this?