



# Position Description

<b>Position Title</b>	Maintenance/Facilities Team Leader
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St Augustine's College
<b>Location</b>	57-65 Church Street, KYABRAM
<b>Enterprise Agreement and / or Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	School Services Officer – Category A
<b>Remuneration</b>	\$77,922 - \$80,267
<b>FTE</b>	1.0
<b>Status</b>	Ongoing
<b>Reports to</b>	Business Manager

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 3 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families and parishes, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people, a pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- that we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- that a strong sense of community is dependent on the quality of our collegial relationships
- that each person's potential is fostered through the dedicated ministry of Catholic Education
- in leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

### Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## School Summary

St Augustine's College is a co-educational Catholic college proudly providing student-centred learning experiences from Foundation to Year 12.

St Augustine's College has a proud tradition of providing Catholic education to students from the Kyabram district and beyond.

At our college, the sense of community and partnership with families is key to the learning success and wellbeing of our students. As a college we embrace our Catholic identity and witness this daily in words, symbols, and actions.

All members of staff are expected to support the school's Catholic ethos, traditions, and practices, and always apply these to their work.

## Position Summary

The Maintenance/Facilities Team Leader is responsible for ensuring the College is kept and maintained to a high standard, providing a safe and effective working and learning environment for the College community.

All members of staff are expected to support the school's Catholic ethos, traditions and practices, and always apply these to their work.

## Key Responsibilities

<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Lead and develop the Facilities Team to deliver high standards of safety, presentation, and service.</li><li>• Manage maintenance programs, minor capital works projects, and contractor registers across all campuses.</li><li>• Ensure compliance with safety, risk, and environmental standards.</li><li>• Oversee budgets, contracts, and procurement for facilities operations.</li><li>• Provide regular building and safety updates via email, briefings, and intranet</li><li>• Support the smooth delivery of School events and emergency management planning.</li></ul>
<b>Maintenance &amp; Facilities</b>	<ul style="list-style-type: none"><li>• Perform routine maintenance of school property</li><li>• Responsible for the maintenance and management of the school's sporting fields in conjunction with the landscape contractor and PE team for use by students and other users</li><li>• Maintain safety of play surfaces and equipment</li><li>• Cyclic maintenance of buildings, grounds and gardens being mindful of all policies and procedures re OH&amp;S</li><li>• Ensure gates / padlocks / doors and security are opened / activated at start of, and the end of the school day</li><li>• Coordinating external trades as directed</li></ul>

	<ul style="list-style-type: none"> <li>• Undertake routine care and maintenance of equipment used for grounds maintenance, report any major repair or safety concerns</li> <li>• Assist with the setup and pack up for internal and external school events, including those outside the normal school hours</li> <li>• Carry out regulatory checks as per Essential Services guidelines and ensure any non-compliances are reported and repaired</li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• Maintain school facilities for the purpose of providing an effective, hygienic and safe working and learning environment</li> <li>• Perform routine cleaning duties as per the Cleaning &amp; Maintenance schedule - on a weekly / monthly / termly and yearly basis. This includes general wiping, dusting, air conditioner filter cleaning, removal of graffiti and upkeep and cleaning of all school surfaces</li> <li>• Empty fixed and movable rubbish bins daily</li> <li>• Clear away rubbish from grounds and garden beds</li> <li>• Report any damage, vandalism or OHS incidents</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development in your area of work</li> <li>• Participate in Government mandated training</li> </ul>
<b>General Duties and OHS</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others</li> <li>• Comply with all OH&amp;S regulations related to safe use of chemicals and hazardous materials</li> <li>• Adhere to safe work procedures, instructions and rules to comply with all safe work policies and procedures</li> <li>• Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required</li> <li>• Demonstrate professional and collegiate relationships with colleagues</li> <li>• Other duties as directed by the Principal, and/or Business Manager</li> </ul>
<b>Remuneration</b>	<ul style="list-style-type: none"> <li>• School Services Officer – Category A, Level 4</li> <li>• Fulltime, Monday to Friday core hours between 8.00am to 4.00pm</li> <li>• The Maintenance/Facilities Team Leader is expected to be available on weekends and after hours and be able to respond to all emergencies as required. This position requires flexibility with working hours.</li> <li>• Annual Leave entitlement is 4 weeks per annum to be taken as agreed with the Business Manager. There is an expectation that leave is not taken during the non-term weeks (School Holidays) unless agreed by the Business Manager</li> </ul>

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### **Compliance with Occupational Health and Safety**

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

### **Compliance with Child Safety Legislation**

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## **Key Selection Criteria**

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Certificate, trade qualification or practical maintenance experience</li> <li>• Willing to undergo and obtain current Working with Children's Check and National Criminal History Check</li> </ul>
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	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Relevant practical management experience in a maintenance environment</li> <li>• Demonstrated ability to develop and manage maintenance and works budgets</li> <li>• Well-developed written and verbal communications skills</li> <li>• Ability to work collaboratively with well-developed people skills and customer focus.</li> <li>• Demonstrated commitment to the application of Risk management and OHS practices</li> <li>• Sound decision-making skills</li> <li>• Demonstrated work ethic</li> <li>• Current Victorian driver's license</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>• Assist in the provision of a child-safe environment for students</li> <li>• Proactively support student wellbeing</li> <li>• Exercise pastoral care in a manner which reflects school values</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Good oral and written communication skills</li> <li>• Computer skills desirable</li> <li>• Ability to communicate with children, parents and College community</li> <li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with students</li> <li>• Proactive with a solid work ethic</li> <li>• Ability and willingness to accept policy directives</li> <li>• Continued development of ICT skills as technologies evolve</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• Level 2 First Aid and CPR Certificate or willingness to undertake training</li> <li>• Experience working in a similar role is desirable</li> </ul>