



## Position Description: Facilities Maintenance Team Member

School Services Officer - Category A (VCEMEA 2018)

<p><b>Overview</b></p> <p>The Facilities Maintenance employee is responsible for ensuring our grounds and buildings are maintained to a high standard, providing a safe and effective working and learning environment for the College community.</p> <p>All members of staff are expected to support the school's Catholic ethos, traditions and practices, and apply these to their work at all times.</p>	
<p><b>Maintenance &amp; Facilities</b></p>	<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>• Clear away rubbish from grounds and garden beds</li> <li>• Coordinating external trades as required</li> <li>• Undertake routine care and maintenance of equipment used for grounds maintenance, report any major repair or safety concerns</li> <li>• Set up and pack down for internal and external school events</li> <li>• Carry out regulatory checks as per Essential Services guidelines and ensure any non-compliances are reported and repaired</li> <li>• Report any damage, vandalism or OHS incidents</li> <li>• Other duties as directed by the Facilities Manager and Business Manager</li> <li>• Assistance and relief of maintenance team</li> </ul>
<p><b>Child Safety and Pastoral Wellbeing</b></p>	<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>
<p><b>Professional Development</b></p>	<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>
<p><b>General Duties and OHS</b></p>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others</li> <li>• Adhere to safe work procedures, instructions and rules to comply with all safe work policies and procedures</li> <li>• Comply with all OH&amp;S regulations related to safe use of chemicals and hazardous materials</li> <li>• Attend school meetings, assemblies, school liturgical celebrations and other activities as required</li> <li>• Demonstrate professional and collegiate relationships with colleagues</li> <li>• Other duties as directed by the Principal</li> </ul>
<p><b>Qualifications and Requirements</b></p>	<ul style="list-style-type: none"> <li>• Certificate, trade qualification or practical maintenance experience</li> <li>• Willing to undergo and obtain current Working With Childrens Check and National Criminal History Check</li> </ul>



	<ul style="list-style-type: none"><li>● First Aid Certificate HLTAID004 - desirable</li></ul>
<b>Skills &amp; 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>

**Key Internal Connections:**

**Accountable to:**

Facilities Officer  
Business Manager

**Team :**

Maintenance Team