



JOB DESCRIPTION

MAINTENANCE OFFICER

Employment Conditions	Fulltime, ongoing subject to successful completion of 6 month probation period In accordance with the Educational Services (Schools) General Staff Award
Reports to	Property Manager
Last Revised	August 2024

Our overarching purpose is **to engage hearts and ignite curious minds**.
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity

ROLE

Being part of the Maintenance team, the role of the Maintenance Officer is to assist with events and functions, as well as undertake general maintenance work around the School.

RESPONSIBILITIES

Responsibilities for this role include:

- Undertake maintenance area duties including repairs to interior and exterior building fittings
- Conduct boarding house maintenance
- Work in collaboration with the maintenance team for the set-up and pack-down of events, functions, staging, and examinations
- Assist with office fit outs
- Undertake the safe operation of tools, plant and equipment including transportation vehicles
- Ongoing upkeep of the presentation and tidiness of the school grounds
- General maintenance duties
- Undertake and maintain work with a high standard at all times
- Other duties as required by the Property Manager and Head of Property & Facilities

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications

Essential

- Class 'C' Drivers Licence

Desirable

- Trade Certificate(s)

Experience and Skills

Essential

- Experience in handyman or maintenance work.
- Good organisational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively as part of a team and as an individual.
- Ability to successfully execute tasks on time in a busy environment.
- Use of initiative and ability to work unsupervised.
- Ability to identify, report and rectify problems as they arise.
- Maintain a high level of resilience and emotional agility.
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

Personal Qualities

Essential

- Self-motivated.
- Flexibility in work hours where required.
- Ability to communicate positively and effectively with all members of the School community.
- Ability to work under pressure in a calm and methodical manner.
- Good sense of humour with a positive outlook.

WORKING RELATIONSHIPS

Internal

Principal
Executive staff
Head of Property and Facilities
Property Manager
Administrative staff
Teaching staff

External

Suppliers and contractors

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.