

## Job Description – Maintenance Support

### Main Purpose of the Job:

To ensure that the buildings and grounds of the Freshwater property are maintained to a high standard.

### Position in the College:

Team: Operations (Grounds and Maintenance)

Reports to: Director of Operations

### Key Responsibilities:

- Maintain College buildings and grounds in a secure, functioning, clean and presentable state;
- Internal Deliveries to various college areas on a daily basis;
- Scheduled maintenance and cleaning;
- Service buildings and grounds maintenance equipment and machinery or to arrange for same;
- Construct landscape and building works including drains, paths, garden walls, edges etc., including carpentry and concrete work;
- Assist the Director of Operations with projects and oversight of contractors;
- Moving furniture as necessary;
- Perform such other similar duties as nominated by the Director of Operations;
- Contribute to the health and safety of students;
- Contribute to the overall teamwork and support of the staff;
- Participate in workplace safety processes and procedures;
- Attend meetings and professional development as required;
- Perform duties in a manner which is without an unacceptable level of risk to their own health and safety, other employees, students, or the College community in general, making risk prevention a priority;
- To the best of the employee's experience and knowledge, provide risk management information, as requested by your supervisor;
- Report any illness, injury, hazard, near miss, or incidents and losses as soon as they are detected using the College's WHS reporting system;
- Maintain knowledge of the school's emergency procedures and follow when required;
- Assist other members of the Works team when required;
- Any other duties as requested by the Principal.

### Selection Criteria:

#### Essential:

- Hold or be able to obtain a positive notice (Working with Children Check) Blue Card;
- Have had two doses of the COVID-19 vaccine;
- Be able to sign and abide by the College's Statement of Faith and Lifestyle Statement;
- Be able to abide by the Staff Code of Conduct at all times;
- Be highly motivated and able to work independently;
- Be willing to learn and take on responsibilities;
- Ability to work with all members of the College community (teaching and non-teaching staff, parents, students, and visitors) both individually and as a member of a team;
- A willingness to assist in extra-curricular activities after normal working hours; (eg; Open night, Fair).

#### Highly Regarded:

- Previous experience in a school operations team;
- Experience with Google suite of programs at an intermediate level;
- Clear communication skills;
- Machinery Licences eg; HR/MR;

- Trade Certificate/s.

**Status:**

Position may be Permanent Full Time, Permanent Part-Time, or Casual, depending on the operational needs of the College.

**Probationary Period:**

Permanent Full Time, Permanent Part Time positions will have a six (6) month probationary period. Casual positions do not have a probationary period.

**Salary and Conditions:**

As per the Educational Services (Schools) General Staff Award 2020, based on qualifications and previous experience.

**Other:**

All members of staff at Freshwater Christian College are expected to:

- Convey to the public a positive image of the Freshwater Christian College and Freshwater Church;
- Demonstrate an awareness of and commitment to the College’s mission, vision, and values;
- Maintain confidentiality in all matters related to the College, its staff, students, parents, and others at all times;
- Contribute to a pleasant and enjoyable work environment;
- Abide by the Staff Lifestyle Agreement, Statement of Faith, Code of Conduct, and all other College Policies at all times;
- Remain up to date with any changes to the Staff Handbook and any other College Policies;
- Not have contact via social media with any enrolled student or past student (including graduates) for a minimum of 12 months after the student has graduated from any school (recommended two years) (excluding immediate family members);
- Maintain an understanding of the Workplace Health and Safety Standards of the College;
- Participate in staff training and development activities to assist in the achievement of organisational and individual/work goals;
- Carry out other duties from time to time as required.

**Note:**

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Freshwater Christian College other work duties not specifically listed herein. Freshwater Christian College reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the College.

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Status	Approved	Supersedes	v1.2
Version	v1.3	Authorised by	Principal
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