

Maintenance Support Officer Role Description

Main Purpose of the role:

The Maintenance Support Officer is responsible for performing technical and practical tasks to support the smooth running of the Industrial Technologies building and our College campus.

Reporting and Interpersonal Relationships:

The Maintenance Support Officer works closely with the Industrial Technologies teachers and the Maintenance Grounds Team. The position reports administratively to the Business Manager.

Main Duties / Key Responsibilities:

1. Provide high-level technical task support to the Industrial Technologies teaching staff
2. Ensure all tooling and machinery are maintained in accordance with manufacturers' requirements.
3. Maintain registers and systems including Material Safety Data Sheets and Chemical management.
4. Assist with ordering and preparation of materials necessary to support the Industrial Technologies Syllabus.
5. Provide support to our Grounds and Maintenance Team by providing facility-related maintenance activities to ensure College assets are maintained to a safe and high level.
6. Work flexibly within the College to deliver successful outcomes within both areas.
7. Comply with College Policies and Procedures, including but not limited to Confidentiality, Privacy, and Work Health and Safety.
8. Any other duties as directed by the immediate supervisor.

Selection Criteria:

Essential:

- To have, or ability to obtain before commencing work a current Positive Notice Working with Children Blue Card and to maintain its currency.
- Excellent written and verbal communication skills.
- Demonstrated ability to accept responsibility and complete projects.
- Previous experience working in schools is preferred.
- Understanding key educational programs, practices, and policies is preferred.
- Be able to sign and abide by the College's Statement of Faith.
- Be able to abide by the Staff Code of Conduct at all times.
- Have the ability to work with all members of the College community, (teaching and non-teaching staff, parents, students, and visitors) individually and as a member of a team.
- A willingness to assist in extra-curricular activities after normal working hours.
- Be legally permitted to work in Australia.

Status:

Permanent Full-Time.

Probationary Period:

Six months from the start date of employment.

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 work environment;
- Abide by the College’s 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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