



# Maintenance Officer

Position title	Maintenance Officer
Department	Corporate Services
Position reports to	Corporate Services Manager
Direct reports to position	Nil
FTE	Part time 20 hours per week, Monday – Friday
Classification	Level 3 Southern Cross Grammar EBA

## Purpose of the Role

The key role of the Maintenance Officer is to undertake property, maintenance and gardening services across the School to ensure that the School is consistently well serviced, maintained, presented and compliant with legislative requirements with minimal disruption to the education of students.

## Key Aspects of the Role

### Maintenance and Preparation of Grounds

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- Gardening duties such as mowing, fertilising, planting, pruning, edging, and weed control.
- Preparing and planting season-sensitive plantings and displays.
- Keeping all car parks, pathways and grates clean and free from rubbish and other debris;
- Cleaning external surfaces of buildings as required.
- Cleaning roofs, gutters and downpipes as required.
- Garden upkeep as required and directed.
- Undertake general grounds maintenance, including collection of rubbish from grounds, as required.

### Maintenance of Buildings, Plant and Equipment

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- Provide maintenance and repairs to School buildings, assets, equipment, furniture and fittings.
- Set up teaching rooms and spaces where events will be held (moving chairs and tables)
- Reconfiguring and moving office furniture.
- Undertaking general building maintenance, including cleaning, as required.
- Proactively identifying maintenance issues then rectify/initiate remedial action.
- Promptly reporting on maintenance which is beyond the scope of the position to the Head of Facilities.



## Security

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- Securing School buildings and gates when required.

## Compliance with Health and Safety and Other Statutory Obligations

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- Ensure the School's buildings, grounds and equipment are maintained in a condition that allows for staff, students, contractors, visitors and the broader community to use them safely and without risk to their health.
- Assist the Head of Facilities with work health and safety (WHS) and risk assessments.

## Key Contacts

- Head of Facilities
- Director of Corporate Services
- Staff and School Community
- External Contractors

## Work Health and Safety

Staff are required to:

- Take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.
- Demonstrate an awareness of Work Health and Safety issues, and have a working knowledge of the school's health and safety policies and procedures.
- Participate Work Health and Safety related training.
- Promote a safe working environment by raising work health and safety concerns in a timely manner and reporting any notifiable incident or health and safety matters to the Principal, or member of the OHS committee.
- Have knowledge of completing task-specific documentation including Job Safety Analysis, Safety Data Sheets, Safe Work Method Statements and High-Risk Permits.
- Ensure that all maintenance tasks are undertaken safely with a duty of care not placing students and staff at risk of injury

## Child Safety

Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe, and are safe.

All staff are required to:

- Provide students with a child safe environment
- Proactively monitor and support student wellbeing
- Have a working knowledge and understanding of the School's Child Safe Policies and Code of Conduct, and any other policies and procedures relating to child safety.
- Undertake training to maintain compliance with all child safety legislation, standards and regulations.



## Person Specification

### Qualifications and Experience

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- Experience working in a school environment.
- Experience in maintaining gardens.
- Competent in using hand and power tools.

### Desirable

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- Elevated Work Platform
- Experience in grounds maintenance
  - Lawn Mowing
  - Blowing-down of paths and driveways
  - Weeding
  - Maintenance and pruning of trees and shrubs
  - Gutter cleaning

### Skills, Abilities and Knowledge

- General Maintenance Skills.
- Desirable – horticulture qualifications.
- General Computer Skills.
- Competent in communication with key stakeholders, staff and third-party suppliers.

### Conditions of Employment

- Current Working With Children Check.
- Double-Vaccinated for COVID-19.
- Current First Aid.
- Flexible with start and finish times dependent of the requirements for duties subject to impact to learning and events on the day as required.
- Available to work over the weekend if required.