



Maintenance Officer

Department	Corporate Services
Position reports to	Head of Facilities
FTE	1.0
Classification	Level 3 - Southern Cross Grammar Enterprise Agreement 2023

Purpose of the Role

The key role of the Maintenance Officer is to undertake property and maintenance services across the Inge Campus (Caroline Springs) and SCG Fields (Plumpton) to ensure that the School is consistently well serviced, maintained, presented and compliant with minimal disruption to the education of students.

Key Aspects of the Role

Duties of the Maintenance Officer include, but are not limited to:

Maintenance and Preparation of Grounds

- 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
- Undertake general grounds maintenance, including collection of rubbish from grounds, as required.

Maintenance of Buildings, Plant and Equipment

- provide minor maintenance, repairs and cleaning 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
- 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.

Compliance with Health and Safety and Other Statutory Obligations

- 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.

Other

- secure School buildings and gates when required
- other duties as required by the Head of Facilities or Director of Corporate Services
- all of the above duties may vary from time to time as determined by the Principal.



Key Working Relationships

- 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 in 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

- experienced in Grounds Maintenance
- experienced in Building Maintenance
- experienced in using hand and power tools
- ability to drive own vehicle as required for supply pick up
- Working at Heights certification or willingness to undertake.

Desirable

- previous experience working in a school or similar organisational environment
- elevated Work Platform Ticket.



Skills, abilities and knowledge

- general maintenance skills
- have the ability to adequately read and interpret construction plans
- general computer skills
- confident in communicating effectively with key stakeholders, staff and third-party suppliers
- takes pride and care in their work and the school facilities.

Conditions of Employment

- Southern Cross Grammar is an equal opportunity employer
- current Working with Children Check
- current Level 2 First Aid, CPR Certificates or willingness to undertake
- salary packaging benefits, professional learning opportunities
- employer superannuation contributions as prescribed under the Superannuation Guarantee legislation
- flexible with start and finish times dependent on the requirements for duties, subject to impact to learning and events on the day as required
- available to work out of hours including weekends if required.