



## **MAINTENANCE OFFICER**

### **Role Description**

The Maintenance Officer provides support for the maintenance of quality working and learning environment for the staff and students of Loreto Kirribilli. The person reports to the Principal through the Property Manager.

The Maintenance Officer is part of the Maintenance Department and is expected to attend meetings as required and to meet with the Property Manager on a daily basis.

#### **KEY AREAS OF RESPONSIBILITY**

1. Cultural/Religious
2. General Duties
3. Community

#### **1. Cultural / Religious**

- 1.1 Encourage and support the development of the Catholic culture of the school.
- 1.2 Give personal witness to these values in carrying out daily duties.
- 1.3 Support the policies and procedures that realise the goals of the Loreto Schools of Australia Mission Statement.
- 1.4 Offer support and loyalty to the Principal.
- 1.5 Encourage a spirit of collegiality and teamwork amongst the Support Staff.
- 1.6 Foster the creation of an atmosphere of trust where the dignity and worth of each person is continually affirmed, particularly that of students.

## **2. General duties**

- 2.1 Perform weekly building and plant inspections.
- 2.2 Receive and assess maintenance requests and is directed by the Property Manager when assessing and prioritising workloads.
- 2.3 Perform good quality corrective and preventative maintenance work and other tasks that do not require a licenced tradesperson.
- 2.4 Monitor work performed by contractors for completeness and quality of work.
- 2.5 Follow up outstanding works (including contractor works).
- 2.6 Maintain plant rooms, switch rooms and the like for cleanliness.
- 2.7 Assist with courier duties such as the daily mail run.
- 2.8 Performs from time to time general duties as required.
- 2.9 Perform ground duties as directed by the Property Manager.
- 2.10 Ensure Work Health Safety Regulations are adhered to at all times.
- 2.11 Assist other team members as required in the setup of functions and preparation of significant school events.
- 2.12 Fulfills bus driver duties as required

## **3. Community**

### **Support the Principal in fostering a cohesive school community.**

- 3.1 Provide support and loyalty to the Principal.
- 3.2 Provide support and loyalty in a small team environment
- 3.3 Meet the Principal's requirements in relation to deadlines and excellent quality of work.
- 3.4 Give practical support to the maintenance department and members of the staff and school community.
- 3.5 Attend meetings/activities/professional development and whole school functions as required.
- 3.6 Be flexible and cope with short notice or change of schedules.

#### **4. Selection Criteria**

- Experience in providing support of a skilled nature across various trade areas.
- Current Class MR Drivers licence.
- Current First Aid Certificate.
- Commitment to providing services to a high standard.
- Self-starter with the ability to assess and prioritise workload, to work unsupervised and to work well in a small team environment.
- Demonstrate initiative in suggesting areas of need in the school.
- Physical fitness
- Must enjoy working in an environment with young people.

#### **Desirable**

- Ability to perform general building repairs such as tiling, install/repair gyprock, windows (aluminum/timber), doors, painting, basic plumbing, light globe replacement etc.

#### **Performance Management:**

Initial probation period of six months.

#### **Award:**

Independent schools NSW (Support and Operational Staff)

Multi Enterprise Agreement 2017

#### **Hours:**

75 hours per fortnight

Monday-Friday            7.00am-3.30pm

Morning tea                15 minutes

Lunch                        1 hour

48 weeks per year (4 weeks annual leave)