



# St Paul's Grammar School

## Working @ St Paul's – Maintenance Assistant (Casual Position)

*St Paul's Grammar School is a co-educational, Pre-Kindergarten to Year 12, interdenominational Christian school. As an International Baccalaureate World School, our aim is to present a world-class education, preserving the best of traditional methodology whilst harnessing the best in cutting edge contemporary practice. In doing so, we also seek to present, with integrity, the teachings and values of the Christian faith.*

### POSITION SUMMARY

<b>POSITION TITLE:</b>	Maintenance Assistant (Casual)
<b>DEPARTMENT:</b>	Office of Business and Finance
<b>AWARD / AGREEMENT</b>	Independent Schools NSW (Support and Operational Staff) MultiEnterprise Agreement 2017
<b>STATUS:</b>	Casual Position
<b>CLASSIFICATION:</b>	MEA Level 1 – Maintenance General Hand
<b>OTHER ALLOWANCES:</b>	Nil
<b>SPECIAL CONDITIONS:</b>	Supportive of the School's Christian aims and ethos
<b>PURPOSE STATEMENT:</b>	The Maintenance General Hand will assist the Properties team in undertaking tasks as directed by the Facilities Manager and provide operational support to staff and the school community.

### KEY RESPONSIBILITIES

- Carry out maintenance on school buildings or grounds in an efficient and timely manner.
- Assist with the set up and packing away of school functions.
- Move furniture or other goods as required.
- Assist with the maintenance and repair of school equipment.
- Monitor and respond to helpdesk requests in a timely manner
- Contribute to an ongoing awareness of safe processes within the Properties team.
- Undertake any other tasks or responsibilities as directed by the Facilities Manager. Be actively involved in the spiritual life of the school.
- Engage in professional learning.
- Engage professionally with colleagues, parents/carers and the community.

### ESSENTIAL SKILLS / QUALIFICATIONS:

- Ability to complete manual handling tasks and work well under pressure.
- Self-directed application of appropriate techniques and equipment.
- Sound knowledge of building and grounds maintenance procedures.
- Sound knowledge of construction procedures
- Demonstrated organisational skills including the ability to work to deadlines.
- Proven ability to work as a constructive and creative member of a team with a professional, courteous manner.
- Intermediate-level skills using computer- based applications, including the MS Office Suite (Internet Explorer, Outlook, PowerPoint, Word and Excel)
- Current Working with Children Check (WWCC)
- Membership of a local Christian church or community

### DESIRABLE SKILLS / QUALIFICATIONS:

- Experience in using school computer software, including a School Database and Learning Management System (LMS)
- Current First Aid Certificate, including CPR.



### PROFESSIONAL CONDUCT:

- Fulfil all requirements of the St Paul's Staff Code of Conduct.
- Undertake all duties with loyalty, enthusiasm, diligence and the highest standards of professionalism.
- Pursue and encourage excellence in all areas of school life.
- Adhere to school policies; including: Student Welfare, Child Protection, WHS, Assessment and Reporting and Copyright Regulations.
- Maintain confidentiality regarding all school related issues.
- Communicate with staff, students and parents in a professional and timely manner (within 48 hours).
- Demonstrate a willingness to work positively and collaboratively within a team as well as having the ability to work independently.
- Demonstrate effective communication and conflict resolution skills.
- Professionally serve all members of the school community - including students, parents and staff.
- Represent the best interests of the school at all times.

### WORK HEALTH AND SAFETY:

- Comply with WHS requirements to ensure a safe working environment.
- Ability to time-manage effectively.
- Comply with WH&S requirements (specifically Section 36 of the Workplace Health & Safety Act) to ensure a safe working environment.
- Current knowledge and active application of school policies and procedures including copyright regulations.
- Demonstrate knowledge of risk management; ability to apply due diligence with regard to the reporting of hazards and incidents.
- Administer First Aid on occasion, as required.

### SUPPORTING THE SCHOOL'S CHRISTIAN MISSION:

- Actively support, and live out the school's Declaration of Faith, Strategic Plan and Mission Statement.
- Reflect an integrated model of Christian teaching and or service to all aspects of school life.
- Promote in students a strong commitment to serve others.

### OTHER DUTIES:

- Encourage and promote engagement with the wider community, through active participation in the co-curricular life of the school

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the school.

I have read, understand and agree to undertake the responsibilities and requirements as detailed in this position description.

Name:

Date:

Signature:

