



**SACRED HEART
GIRLS' COLLEGE**

MAINTENANCE OFFICER

POSITION DESCRIPTION

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community

The Maintenance Officer reports to the Facilities and Property Manager and will work as a member of the Maintenance Team in ensuring a safe, clean and effective work environment for the College community. The Maintenance Officer will actively contribute to the maintenance, grounds and cleaning activities of the College. As a member of the Maintenance Team, the Maintenance Officer will work with the Director of College Organisation, members of the Leadership Team and other relevant staff in the preparation of and setting up for public functions and College events such as whole school assemblies, parent teacher interviews, sports carnivals and open days.

The Maintenance Officer will provide students with a child-safe environment and be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.

KEY RESPONSIBILITIES

Grounds

- Complete repairs and maintenance work to buildings and grounds as directed.
- Set up and facilitate College functions and activities.
- Maintain the safety of College grounds and buildings in accordance with the OH&S legislation
- Work in the Maintenance Team to ensure that waste disposal and recycling is attended to regularly.
- Take on the duties of the Facilities and Property Manager in their absence.

Buildings

- Complete minor maintenance work as required within OH&S and other safety regulations and according to skill level.
- Carry out works that ensure the buildings are safe, secure and clean.
- Alert the Facilities and Property Manager to any issues or areas requiring attention.
- Work with the Director of Business Operations and members of the Leadership Team to ensure all buildings and work areas meet standards of Government, Council, OH&S and other relevant authorities.

- Organise disbursement of all deliveries to staff and locations throughout the College including restocking of inventories and sundries as required.
- Ensure all classrooms and teaching areas are clean and in good order at the start of each term and are maintained throughout the term.

Services and Utilities

- Assist with inspections of premises and equipment.
- Conduct a visual electrical inspection and report any defects and damage.
- Collect materials from suppliers and/or archive storage.
- Perform preventative maintenance where required.
- Handle basic repairs and maintenance as required.
- Assist in overseeing contractors when professional repairs are necessary.
- Diagnose issues, report and correct them where appropriate.

QUALIFICATIONS, EXPERIENCE & SKILLS

Qualifications

- Victorian Certificate of Education or equivalent.
- Holding or working towards gaining certifications or qualifications in maintenance related fields will be highly regarded.

Experience

- Experience working in maintenance or related areas.
- Experience performing routine maintenance tasks.
- Experience with the use of hand and power tools.
- Experience with precision measuring instruments or electronic testing devices

Skills

- Ability to use common tools such as hammers, hoists, saws, drills, and wrenches.
- Ability to take apart machines, equipment, or devices to remove and replace defective parts.
- Ability to check blueprints, repair manuals, or parts catalogues as necessary.
- Excellent organisational and time management skills with the ability to prioritise.
- Ability to work as part of a dedicated team.
- Ability to maintain focus while working individually.
- Strong interpersonal skills and the ability to remain calm and patient.
- Attention to detail.

VARIATION TO ROLE

The Principal, or delegate, may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Facilities and Property Manager
Internal Liaisons	Director of Business Operations, Maintenance Team, Leadership Team, Staff
External Liaisons	Tradespeople, contractors
Conditions	<p>Education Support Officer - Category A</p> <p>Full Time</p> <p>Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022</p>
Appointment Time	Ongoing