

Information for Applicants Maintenance Officer

Thank you for your interest in the advertised position. Below you will find position details and instructions to follow when submitting your application.

On the following pages you will find the Position Information Document.

Position Details

- Maintenance Officer
- ESO Grade 3
- Permanent full-time
- Monday to Friday, 8:30am to 4:30pm
- Commencing as soon as practicable

Application

Your application should include the following:

1. A cover letter (1 page)
2. Your Curriculum Vitae, including a list of three recent referees relevant to the position (maximum 3 pages)
3. The **CESA Employment Declaration** form.

Please submit your application via email to hr@sac.sa.edu.au and address it to:

Ms Paddy McEvoy
Principal
C/-HR Office
St Aloysius College
53 Wakefield Street
ADELAIDE SA 5000

Applications close on Monday 13 November 2023 at 4:00pm.

Compassion . Hospitality . Justice . Service . Respect . Courage

Position Information Document

Maintenance Officer

School Context

St Aloysius College is a Catholic school for girls shaped by the tradition of Mercy. St Aloysius College was established in Adelaide in 1880 by the Sisters of Mercy to educate girls to realise their own potential and to contribute more fully to the wider community. The College's Mercy Lights Strategic Plan calls us to find new and creative ways to embody Mercy and to take up the challenge to empower young women to play a vital part in the world of the future.

Our mission: *With faith and courage, we nurture in our students an enduring zest for all aspects of life and learning, inspiring them to be confident individuals who make a difference in the world.*

The Mercy Values of St Aloysius College underpin all that we do:

Compassion ♦ Hospitality ♦ Justice ♦ Service ♦ Respect ♦ Courage

Position Overview

The Maintenance Officer, under the direction of the Maintenance Manager, is responsible for carrying out a broad range of tasks to ensure school buildings, grounds and facilities are in good order and that the plant, equipment and other aspects of the school's physical environment are safely administered and maintained as per Work Health & Safety requirements to ensure compliance.

Position Details

Position Title:	Maintenance Officer
Key Working Relationships:	Direct line manager: Maintenance Manager Accountable to: Principal
Standard Hours of Work:	Hours per week: 37.5 Weeks per year: 52
Position Classification:	Education Support Officer – Services Stream Grade: 3 Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement

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KRA: Live out Mercy values in the SAC environment

You fulfil a vital role in supporting the mission of the College by honouring the Mercy ethos and by making a positive contribution to the development of a Catholic Community. You are encouraged to participate fully in the life of the College and to support school activities and functions. This may require you to assist with the supervision of students or other allocated tasks at major school events such as sport carnivals, Masses, Mercy Day activities as well as participate in professional development, staff meetings and other meetings as required.

KRA: Maintaining the school grounds

Achieve this by:

- ensuring plants are watered, paying particular attention to the Staff Area, Dunlevie garden wall and Redden Undercroft
- in Terms 1 and 4: daily cleaning, testing and maintaining of safe levels for the swimming pool
- clearing external and internal drains and gutters, graffiti removal and general cleaning if required outside of the scope of the cleaning contract
- maintaining garden equipment and appropriately storing garden implements and chemicals to WHS regulations
- Opening and closing gates and entrances as required

KRA: Maintenance of school buildings and systems

Achieve this by:

- carrying out maintenance tasks including, but not limited to, patching and painting, plumbing, welding and fabricating, repairing and maintaining furniture, doors, windows, locks, plant and equipment, etc.
- undertaking and documenting regular safety inspections
- understanding and completing Risk Assessments and SWMS as required
- ensuring the maintenance department is well kept and compliant with WHS requirements
- ensuring tools and plant are well maintained and used in a safe manner and are compliant with WHS requirements
- assisting the Maintenance Manager with the organisation, supervision and induction of external contractors
- possessing up-to-date knowledge of and ensuring all requirements of Catholic Safety Health and Welfare SA, Safework SA and industry standards are always met
- regularly checking and clearing the delivery area
- performing any other roles as requested by the Maintenance Manager or Principal

KRA: Providing assistance to support school activities

Achieve this by:

- setting up for events as requested, including being flexible to work after hours when required
- moving furniture as directed
- driving the College bus for school excursions

Skills

- Intermediate computing skills
- Excellent organisational skills
- Ability to comprehend instructions and respond appropriately
- Strong communication and interpersonal skills
- Gardening and maintenance skills
- Ability to prioritise safety of self, and others
- Friendly, positive and supportive attitude with the ability to build rapport and good working relationships with colleagues
- Ability to interact with students in a positive, sensitive and respectful manner
- Effective management and ability to prioritise tasks
- Ability to work independently
- Highly developed skills in collaboration and teamwork
- Willingness to perform any other duties as required from time to time by the Principal

Knowledge

- Knowledge of and commitment to the Catholic ethos
- Knowledge of local community
- Knowledge of and commitment to, the principles of equal opportunity
- Knowledge of responsibilities of the process of Mandatory Reporting
- Knowledge of Workplace Health and Safety regulations involving hazardous chemicals
- Knowledge of the responsibilities of the employer and employee under the Work, Health & Safety Legislation

Experience/Qualifications/Training

- Current Provide First Aid in an Education and Care Setting (HLTAID012) Certificate
- Current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Certificate
- Current Department of Health Services Working with Children screening clearance
- Current Screening and Verification Catholic Clearance Card (Catholic Archdiocese of Adelaide)
- Have or willing to attain LR-HR driving license
- Have or willing to attain Pool Operators training
- Have or willing to attain Work Safely at Heights
- Have or willing to attain Elevated Work Platform Operators Licence
- Have or willing to attain Testing and Tagging qualification
- Undertaking any required additional training or development

Special Conditions

- Some extra hours and flexibility of hours may be required around special events in the life of the College for example but not limited to Open Day, enrolment days, special masses and celebrations and around Key Result Area (KRA) of the role.
- Unless for special circumstances, annual leave is to be taken during school holiday periods. There is a compulsory time of annual leave in the Christmas-New Year period.
- There is a requirement to participate in an annual performance review.

Work Health and Safety

WHS duties as required, particularly for evacuation drills. This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Date PID updated: October 2023