POSITION: Maintenance Officer
REPORTS TO: Maintenance Coordinator

ABOUT ST MICHAEL’S GRAMMAR SCHOOL
St Michael’s Grammar School (St Michael’s) is a co-educational, independent, Anglican school in St Kilda, Australia, delivering learning programs from Kindergarten (MTH) to Year 12. A rich and full picture of the School can be found at https://www.stmichaels.vic.edu.au/

OUR WAY OF DOING, BEING & BECOMING
At St Michael’s, we believe that when we model and sustain appropriate behaviours and have high expectations, we positively influence others and improve our own lives. All at St Michael’s are expected to conduct themselves in an authentic way that is aligned to our Way of Doing, Being and Becoming. These are our values in action and are an explicit demonstration of what is core to the values of St Michael’s.

COMMUNITY EXPECTATIONS
At St Michael’s, whatever your role, you are directly contributing to the teaching, learning and caring that our students experience and are directly or indirectly involved in optimising outcomes for students. As an integral part of every role, all staff are expected to engage with the broader School community. This provides a number of mutual benefits including a sense of belonging, understanding how personal contributions impact the School and builds a broader understanding and valuing of the different areas of the School.

KEY PURPOSE
The key purpose of this role is contributing to the provision of a safe working and learning environment and ensuring that the School’s property and grounds are maintained to a high standard. This includes event set up, relocation of furniture and equipment, minor repairs, rubbish removal and the provision of maintenance assistance and support to staff.

KEY OUTCOMES
The outcomes are the high level expectations of the role that the School expects to be achieved. These are the things that will be visible should the person in the role be operating effectively.

- Smooth and timely implementation of maintenance plan.
- Prompt rectification of all maintenance matters.
- Identification of areas of improvement to increase efficiency.
- Prompt, accurate and professional response to staff queries.
- Is a demonstrated continuous, autonomous learner.
- Treat all in the School community with dignity and respect and allow for individual differences.
- Acts professionally, models appropriate behaviour and maintains appropriate confidentiality.
- Develop positive, collaborative relationships and effective communication with the School Community.
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships.
- Willingness to uphold St Michael’s values, ethos and philosophy at all times.
Active involvement in the St Michael’s Community.

**KEY RESPONSIBILITIES**
The School does not intend to outline a list of tasks that the role is required to do. We trust our staff to achieve the key outcomes of the role, and how they achieve these outcomes will inform the responsibilities of the role.

Some of the key responsibilities are below:
- Undertake minor building and repair work for the School. This includes inspecting, diagnosing and repairing defects or faults to offices, furniture or equipment, and undertaking painting, plastering, tiling, paving and other duties, particularly in areas of skill.
- Assist the Maintenance Coordinator in the planning and implementation of a preventative maintenance program.
- Assist in ongoing security of the site including alarm systems, evacuation and emergency procedures, security guards and patrols.
- Carry out maintenance duties including sweeping, cleaning of gutters, drains and sumps, collecting litter and debris, installing signage and fencing/barriers, removal of graffiti, line marking, pest control, emptying rubbish bins and general cleaning and maintenance.
- Assist in preparing for events including relocation and setting up of furniture and equipment.
- Assist in the ordering, collection, transportation and storage of furniture, equipment, building materials and archival records.
- Work closely and co-operatively with contractors.
- Assist in arranging the service and repair to the vehicle fleet (including the school bus).
- Assist the conducting of regular stocktake of assets.
- Ensure all occupational health and safety matters are promptly addressed and reported to ensure safety and welfare of all staff and students.
- Provide assistance and develop solid, cooperative internal working relationships with staff.
- Assist with delivery of parcels around the School.
- Demonstrate full awareness of work health and safety issues and procedures and comply with these, taking responsibility for your own health and safety.
- Participate in school events, such as Speech Night.
- Staff may be requested/required to assume allocated roles in the school’s emergency response structures
- Staff must commit to child safety and must adhere at all time to the School’s Child Safe Policy and Code

**KEY RELATIONSHIPS**
- Maintenance Coordinator
- Senior Facilities Coordinator
- Project Manager
- Property staff
- Other staff
- School Community

**COMPETENCIES**
- Demonstrated experience a general maintenance role.
- Practical and sound knowledge of building practices, minor maintenance and ground maintenance methods.
• Knowledge of education sector and its operation is well regarded, but not essential.
• Comprehensive knowledge of the use and care of tools and equipment.
• Knowledge of cleaning, grounds and maintenance chemicals.
• General knowledge of planting, cultivating and caring for plants, lawns and shrubs.
• Demonstrated skill in the use of a variety of equipment repair tools, and motor driven equipment.
• Sound planning, hazard identification and problem solving skills with an ability to think logically and laterally.
• Is aligned with the School’s ethos, vision and values.
• Is curious, excited and invigorated by learning and is a continuous, autonomous learner who makes visible their own learning.
• Relevant and demonstrated experience in similar roles is well regarded.
• High level planning and organisational skills.
• Sound analytical and problem solving skills with a solution’s focused and growth mindset.
• Possesses a positive outlook, exceptional interpersonal skills and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships.
• Participates as a collaborative team member and operates effectively in a collaborative team environment.
• Displays empathy, commitment and resilience.
• Possesses sound judgment and a calm and mature disposition.
• Has a strong moral and ethical compass and cultivates credibility & honesty.
• Is a creative and critical thinker who is open to new possibilities.
• Demonstrates a high level of confidentiality and discretion.
• Shows a strong community and service ethic and commitment to deliver exceptional service.
• Is flexible and has an ability to adapt and operate effectively in a demanding and changing business environment.

QUALIFICATIONS / REGISTRATIONS
• Trade qualifications or further training in maintenance or allied field e.g. carpentry
• Current Victorian Drivers Licence
• Must hold a current Working with Children Check (WWCC) or be willing to obtain this prior to commencement
• National Police History Check (Obtained within the last 6 months)

PHYSICAL CAPABILITIES
• Sitting (Occasional 1-33%)
• Standing (Frequent 34-66%)
• Walking (Frequent 34-66%)
• Talking (Frequent 34-66%)
• Listening (Frequent 34-66%)
• Steps / stairs (Frequent 34-66%)
• Carrying (Frequent 34-66%)