

Grounds and Building Maintenance Assistant

Purpose and Outline of Role

Maintenance staff have a multi-faceted and varied role across all facilities and campuses to ensure the School is safe, secure and well maintained and that its operations run safely and smoothly.

Reporting Relationships

Maintenance staff report directly to the Facilities Manager and ultimately to the Principal.

Employment Basis

This is a permanent, full time position that includes working during the School holidays. By mutual agreement, there may be a requirement to work overtime on some afternoons, evenings and weekends.

This position is classified as Maintenance, Grounds and Greenkeeping, Canteen and Uniform Shop Staff and Bus Drivers under the Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement, 2017 or any Industrial Instrument that replaces it. The salary will be determined based on relevant experience and qualifications.

Role Responsibilities

This is a wide-ranging role, which can be expected to change from time to time with the development of the School's facilities and activities. Specific tasks are allocated to maintenance staff by the Facilities Manager and they may be required to work at any of the School's multiple sites and campuses.

Duties vary frequently according to the operations and needs of the School and may include:

- Opening classrooms and gates
- Maintaining grounds, passageways and exterior of buildings daily to a high standard
- Managing garbage and garbage bins, internal and external, including wheelie bins
- Moving or setting up furniture as required
- Garden maintenance as required
- Checking and tidying bathrooms at regular intervals to a high standard
- Ensuring grounds are safe for students, staff and visitors

- Performing basic maintenance tasks such as checking and repairing items, attending to leaking taps and toilets and broken equipment, checking and replacing fluorescent lighting, small painting jobs etc.
- Cleaning up incidents after spillage, accidents etc.
- Removal of debris, cobwebs/spiders etc.
- Driving school vehicles when required
- Looking after school equipment
- Working at heights in accordance with training and safety requirements
- Cleaning and maintaining barbecues.
- Other maintenance and repair duties that do not require a licenced person to perform duties.

The School reserves the right to alter roles and responsibilities to suit the School's requirements at that point in time.

Skills and Attributes

- Interpersonal skills, attention to detail
- The ability to relate to staff, parents, visitors and the general public
- A willingness to receive advice and direction
- The ability to cope with demands at a busy and demanding time
- The ability to work harmoniously with other team members
- Ability to drive the school mini buses
- Current First Aid training
- Wear appropriate protective equipment, supplied by the School, appropriate for the task at hand
- Willingness to adhere to school policies and WHS rules and requirements
- Willingness to act at all times in the best interests of the School

Applications close Thursday 3 June, 2021 at 4pm.

PLEASE NOTE THAT QUEENWOOD ONLY ACCEPTS ELECTRONIC APPLICATIONS

Applications should include:

- Your WWCC number as per new regulations as at 15th June 2013
- Application for Employment
- Resume & cover letter addressing the criteria / position requirements
- Your email address
- Names and phone numbers of three confidential referees



Applications that are not accompanied by the Queenwood Application for Employment form will not be considered.

Applications to be emailed to: employment@queenwood.nsw.edu.au