



St Margaret's Berwick Grammar

VIRTUTE ET LABORE

Position Description

Title:	Maintenance Officer - Custodian
Campus:	Berwick and Officer Campuses
Reports to:	Property and Facilities Manager
Level:	Level 4
Appointment:	Fulltime (Monday to Friday, 10.00am – 6.00pm)

This organisation has zero tolerance for child abuse.

This organisation promotes the safety, wellbeing, and inclusion of all children, including those with a disability.

This organisation promotes the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds and encourages applications from people from culturally and/or linguistically diverse background.

All potential employees will be required to comply with the School's Child Safe Policy, Child Safety Code of Conduct and Child Protection, Mandatory Reporting and Reportable Conduct Policy

Primary Purpose

The Maintenance Officer - Custodian is primarily responsible for the presentation and upkeep of St Margaret's Berwick Grammar to ensure a high standard of presentation of the school facilities. Reporting to the Property and Facilities Manager, the Maintenance Officer will assist in implementing and delivering best practice of the property and facilities management processes and procedures and work collaborative with the property team and members of the school community.

Key Responsibilities

The Maintenance Officer - Custodian is expected to work autonomously and with the Property Team to ensure the on-going high standard St Margaret's Berwick Grammar strives to uphold. This includes, but is not limited to, the following key responsibilities:

1. Interpersonal Skills

- Understand and build relationships with Property and Grounds Team, staff, and school community.
- Ensure that welcoming and supportive interactions occur with all who communicate with the school.

- Ability to display initiative and to work with discretion and confidentiality.
- Ability to deal with difficult situations or unexpected events and support those involved.
- Ability to identify ways of delivering a high-quality service.

2. Cleaning duties

- In conjunction with the Property and Facilities Manager, develop, schedule, and complete detailed cleaning programs for Berwick and Officer.
- Ability to be flexible in adjusting days and or hours across both campuses to maintain a high level of cleanliness.
- Schedule and complete in-house cleaning of the following areas: The Cottage, Principal's Flat, Auditorium, Uniform Shop, Stadium or as directed by the Property and Facilities Manager.
- Stock take cleaning supplies, notify Property and Facilities Manager of required stock and distribute delivered orders to designated cleaning areas.
- Ensure that the facilities are always presentable, by attending to but not limited to dusting of window/ window ledges, cleaning of cobwebs, graffiti removal, outdoor furniture and handrails.
- Machine scrub gymnasium and stadium timber floors during term breaks.
- High pressure cleaning of signage, facades, pathways, rubbish bins and external sports surfaces.
- Attend any urgent cleaning requests and spills.
- Emptying of external bins as well as internal and external co-mingled recycling as required.
- External litter pickup across both campus grounds.
- Detail clean before and after events such as School Tours or calendared events.
- Fortnightly washing and sweeping out of college vehicles during the school terms and scheduled holiday detail cleaning, including window glass and upholstery.
- Carpet Cleaning Junior School and ELC during term breaks and schedule other areas throughout the calendar year.
- External shell window cleaning and internal partition glass across both campuses.
- Assist with day-to-day planning and completion of ad hoc cleaning and detailing requests.

3. Property Team duties

- Assist the Property and Facilities Manager to manage any incident, accident, near miss, damage, hazard reports and corrective actions to prevent a recurrence in a timely manner.
- Assist with the processes, procedures, and compliance of essential services.
- Identify and advise of opportunities for continuous improvement, productivity gains and efficiencies.
- Assist Property and Facilities Manager with lock-up and securing of campuses during term breaks.

- In-house test and tag process for electrical equipment including cleaning equipment used by contracted cleaning company.
- Assist with event set up and pack ups.
- Assist with parcel deliveries when required.
- Assist with traffic management within the school grounds, as required.

4. Communication

- Timely response to requests for ad hoc tasks via the MyMaintenance system.
- Prepare and update works reports, and compliance records as required or requested.
- Attend Property and Grounds Team meetings.
- Maintain confidentiality with all aspects of the role.

5. Other duties as appropriate to the position

- There will be occasions where the Maintenance Officer may be required to complete tasks in addition to those listed above. This may require additional hours to be worked.
- Assist other Maintenance and Grounds Staff where required.
- Provide feedback on any external service provider related issues.
- Assist in out-of-hours activities from time to time if required.
- Additional tasks as requested by Management

6. Occupational Health and Safety

All staff are expected to:

- Adhere to and implement all safe work practices and procedures in accordance with the St Margaret's Berwick Grammar Occupational Health and Safety policy.
- Take reasonable care of their own health and safety, and the health and safety of others affected by their acts or omissions.
- Report hazards, accidents or incidents (near misses) in accordance with agreed school procedures.
- Follow established safe working procedures
- Participate when required in the resolution of safety issues.

7. Child Safety

- Adhere to and implement all Child Safe policies, practices and procedures.

8. Staff Expectations

All staff are expected to:

- Always conduct themselves with professionalism in line with all St Margaret's Berwick Grammar's Policies and Procedures.
- Be a positive voice of support for the school with existing and prospective families, staff and others in the community.

9. Key Relationships

- Property and Facilities Manager
- Maintenance and Grounds Team
- St Margaret's Berwick Grammar Staff
- Students and Parent Community

SELECTION CRITERIA

Qualifications

- Relevant trade qualifications (Certificate III or Commercial cleaning experience or can demonstrate years of experience)
- Valid Working with Children Check
- Current National Police Check
- Current Driver's Licence.
- Private vehicle for commuting between campuses.
- Portable Electrical Test and Tag (an advantage).
- Current First Aid Certificate.
- Manual Handling Certificate.
- Chemical Management Certificate.
- Working from Heights Certificate and/or High-Risk Licence (an advantage).

Experience

- Previous experience working in School settings.
- Demonstrated extensive experience in a similar role.
- Basic MS Office skills, specifically Word, Excel and Outlook.
- Ability to work on their own and be a team player.

Knowledge, Skills and Attributes

- A strong understanding of cleaning methods and procedures.
- A strong understanding of safe work practices, OH&S procedures, and the ability to work according to OH&S guidelines.
- Excellent organisational, planning and time-management skills.
- Demonstrated ability to work in a collaborative *team* environment; establishes a rapport and builds strong relationships.
- Demonstrates attention to detail and concern for the quality of work produced.
- Demonstrates high levels of confidentiality and cultivates credibility and honesty.
- Displays enthusiasm, commitment and is highly motivated to contribute.
- Flexible and ability to adapt and operate effectively in a changing environment.
- Personal attributes of honesty, respect, and integrity, that align with the School's Values and support the school's culture.
- Well-developed communication and interpersonal skills which build and maintain effective and positive working relationships with immediate supervisors, colleagues and key stakeholders.
- Demonstrates initiative and flexibility, self-motivated and proactive.
- Demonstrate a high level of trust, integrity, and work ethic.
- Proactive, resilient, and able to work productively.