



Maintenance Officer

Roseville College is an established, respected independent day school for girls in Preparatory to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Key information

- Permanent opportunity
- 8am to 4pm Monday to Friday
- Join a supportive team environment

Broad objective

At Roseville College, we are proud of our well-kept campus. We understand that the learning environment plays an important role in quality education for our students.

Reporting to the Facilities Manager the Maintenance Officer is responsible for the delivery of a high standard of property services, including repairs and maintenance, to ensure a safe and well-presented environment for our students and staff.

This is a full-time role, 8am-4pm Monday to Friday. Some flexibility to adjust hours may be required from time to time.

Key relationships

- Facilities Manager
- Facilities Coordinator
- Maintenance team members
- Principal
- Executive
- Director of Business Services
- Dean of Academic Operations
- All Staff, teaching and professional services
- Contractors

Reports to

Facilities Manager

Qualifications, skills and experience

- Trade background or equivalent experience in routine maintenance or a handyman role.
- Light Rigid Motor Vehicle License, or willingness to obtain your Light Rigid Motor Vehicle License immediately is essential.
- You will be required to obtain (at the College's expense) relevant training in areas such as manual handling and working at heights etc.
- Experience working in maintenance and/or a school environment
- Current Working with Children Clearance Check
- Actively supportive of the Christian mission and values of the College.

Applications

Applicants must submit a full application, addressed to The Principal, including application form, a relevant cover letter, resume and supporting documents through the College website: [www.http://www.roseville.nsw.edu.au/careers/](http://www.roseville.nsw.edu.au/careers/)

However please note, interviews may commence upon receipt of suitable applicants.

Applications close: 19 May 2025

Roseville College is a member of The Anglican Schools Corporation (ASC).