



Position Description

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.

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.

The Maintenance Officer provides excellent service to all areas of the College, and a safe and well-presented environment for all staff, students and visitors

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

Direct reports

None

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Maintenance Officer

Key responsibilities

On site maintenance:

- Providing general maintenance and handyman services to the College.
- Carrying out tasks allocated by the Facilities Coordinator in relation to Facilities Tickets.
- Identifying and carrying out general building, grounds and vehicle maintenance which include:
 - Painting
 - Patching
 - Carpentry
 - Basic plumbing
 - Replacing lightbulbs
 - Gardening
 - Waste collection
 - Grounds presentation
 - Pool Plant and Equipment Maintenance and monitoring works
 - Washing and cleaning of school vehicles (buses and utility)
 - Small cleaning jobs
- Driving of the school bus (24-seater)
 - Roseville College currently has a bus fleet of two mini buses which are used to transport students to and from sport and excursions.
- Being alert for safety concerns around the campus and reporting them immediately.

Functions, Events and Variations to Routine:

- Participate in set-up and take-down of functions and events both at the College and at offsite locations as required.
- Ensure that all college functions are set up and packed away on time and according to the function requirements.
- Collaborate with staff from across the College to ensure functions and events run smoothly and safely.

Presentation

- Actively contribute to a culture of pride in college facilities and presentation.
- Ensure storage facilities and work areas are well organised and tidy.

Other

- Sign in and out all onsite tradespeople and ensure induction is completed before entering site.
- Receive deliveries and co-ordinate their collection or delivery.

Work, Health and Safety

- Actively contribute to a risk-based culture of safety for team members, students and staff.
- Maintain Safe Work Method Statements and Materials Safety Data Sheets.

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- Create and maintain a safe and secure school environment for self, staff and students.
- Initiate safety improvements around College facilities.
- Ensure personal safety and the safety of colleagues, contractors, students and visitors by complying with the WH&S policy.

General

- Deliver outstanding and timely service to all sections of the College.
- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College, or at the request of the Principal or delegates.
- Treat colleagues, students and parents with dignity, respect and the utmost professionalism.

Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Additional responsibilities

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Occasional out of hours work.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

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 (LR) 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.

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Maintenance Officer

Essential characteristics

- Actively supportive of the Christian mission and values of the College.
- Collegial and collaborative and able to work well in a team.
- Energetic and enthusiastic.
- Strong service mentality.
- Responsive, driven individual who can complete tasks within short timeframes.
- Exceptional interpersonal and communication skills.
- Ability to work easily and effectively with a wide range of people.
- Displays initiative and is self-motivated
- Customer focused and results driven.
- Adaptable and able to work well under pressure.
- Well - organised, with excellent attention to detail.
- Approachable.

The successful candidate will be requested to complete a pre-employment medical check.

This position description is subject to change based on College requirements.

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