



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

The Maintenance Officer provides high-impact operational and logistical support that ensures the seamless execution of College events, safe student transportation, and the proactive maintenance of a secure, professional, and inspiring learning environment.

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

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



Maintenance Officer

Key responsibilities

Functions, Events and Variations to Routine:

- 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.

Facilities Maintenance Tickets and Deliveries:

- Carrying out Facilities Ticket Requests allocated by the Facilities Coordinator.
- Receive deliveries and co-ordinate their collection or delivery throughout the campus.
- Identifying and carrying out general building works such as basic carpentry, patching, painting, minor repairs and some grounds and vehicle maintenance.

Driving the school bus

- Roseville College currently has a bus fleet of two 24-seater minibuses which are used to transport students to and from sport and excursions.

Presentation

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

Work, Health and Safety

- Actively contribute to a risk-based culture of safety for team members, students and staff.
- Create and maintain a safe and secure school environment for self, staff and students.
- Initiate safety improvements around College facilities, including reporting hazards.
- Ensure personal safety and the safety of colleagues, contractors, students and visitors by complying with the WH&S policy.

Other

- 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.

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.

Roseville College 27 Bancroft Avenue Roseville NSW 2069 rosevillecollege.com



Maintenance Officer

- 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 safety obligations by reviewing the College's child safety policies and completing mandatory 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.

Qualifications, skills and experience

- 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 will be favourably considered
- Current Working with Children Clearance Check

Essential characteristics

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

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).