



Maintenance Officer

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are the "lost, the least and the last" (St John Baptist de la Salle). Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

The full time Maintenance Officer is responsible to the Business Manager/Property Manager.

Description:

This position is responsible to the Property Manager for the maintenance and general care of the College buildings and its grounds.

The person preferably will have a trade background, and your time will be split between maintenance and grounds depending on the college's needs.

The Maintenance/Groundsman assists the Property Manager:

This person must be able to:

- Maintain facilities, equipment and services.
- Under the direction of the Property Manager, he will prioritise and address the day to day requests for maintenance from the staff.
- Conduct small jobs involving buildings, carpentry, tiling, plastering and painting jobs.
- Maintain all equipment in your care in a safe and working condition.
- Assist in the shifting of furniture, including transporting items.
- Support the setup of major functions of the College such as school assemblies>
- Maintain the upkeep all roads, carparks and paths of travel throughout the College.
- Perform cleaning duties as directed.
- Do other duties as directed by the Business Manager or Principal.

General Duties:

- Support the setup of major functions of the College, such as school assemblies.
- Attend to maintenance tasks on a timely basis as required, to ensure buildings and facilities are in good order.
- Assist the maintenance team as required.

Knowledge and Experience:

- Have the ability to work with a minimum of supervision.
- Have good interpersonal skills and the ability to relate to all sections of the College.
- Demonstrate multi-skilled handyperson ability.
- Awareness of OH&S practise and procedures.
- Have general computer skills.
- The ability to work as a team.
- Have a current working with children check.

General Work Description:

- A Maintenance Officer is required to perform any combination of a wide range of functions under direct supervision.