

FACILITIES, MAINTENANCE AND OPERATIONS OFFICER

POSITION DESCRIPTION

REPORTS TO	Facilities and Operations Manager
DIRECT REPORTS	None
KEY RELATIONSHIPS	Director of Facilities and Capital Projects Director of Business (CFO) Events and Community Engagement Coordinator Maintenance and Operations Team Administrative Team
PURPOSE	To provide support for the smooth running of school operations and general facilities maintenance
ENVIRONMENT	This is a permanent full-time position, Monday to Friday from 7am to 3.06pm. Hours may vary due to the operational requirements of the school. Reasonable additional hours may be required during peak periods. This position is inclusive of 5 weeks annual leave per year.

KEY AREAS OF RESPONSIBILITY

- Provide assistance with deliveries, set up and pack up of school activities and events
- Liaise with School Events and Operations Administrator, monitor school calendar and property communications for events scheduling and maintenance requests
- Assist with operational requirements for events including setting up and maintaining performance of Audio Visual equipment
- Alert the Director of Facilities and Safety to any repairs, maintenance or safety issues
- Maintain the grounds, outdoor facilities and outdoor equipment to a high standard of cleanliness and presentation including care of all lawns, garden beds, paths, car parks, driveways and play spaces
- Maintain all equipment to a high standard
- Maintain internal common areas and the external stairs and roof garden at a high standard of cleanliness
- Operate machinery and tools in accordance with manufacturer's safety guidelines
- Comply with all school policies including all workplace health and safety instructions/ guidelines
- Carry out duties so as to minimise disruption to school activities
- Complete all necessary written records and requests
- Where required, provide after-hours support for school events and activities
- Receipt and distribution of deliveries
- Perform handyman and grounds maintenance of any Lowther Hall facility
- Provide back up for activities with safety risks
- Store and maintain sports equipment
- Attend Property Department communications meetings

- Perform other duties as requested.

WORKPLACE HEALTH AND SAFETY AND ENVIRONMENTAL REQUIREMENTS

- A person employed in this position must follow all workplace health and safety and environmental protection requirements and pro-actively identify and report any potential or actual safety hazards/issues within the School environment.

VALUES AND BEHAVIOURS

Category	Expected behaviours
Values	Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities
Communication	Communicates effectively, especially with adults
School standards	Always focused on the needs of the School Always respectful of others Adds value to the team and the School Complies with all school policies
Business outcomes	Looks ahead and anticipates new directions Understands how teams work and utilises the skills of team members
Productivity	Self driven and displays personal effectiveness Manages stressful situations well Displays sound problem solving and decision making skills Possesses technical skills required to be proficient in the role Shows critical reflection on own work
Continuous improvement	Reviews performance data to identify areas for improvement Considers the bigger picture when thinking about a problem Understands and adjusts to change
Planning	Demonstrates organisational skills Develops project plans with clear process and outcome

TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- Hold a current drivers licence with the ability to drive manual vehicles
- Knowledge of grounds keeping equipment and landscaping
- Ability to follow all workplace health and safety and environmental protection requirements and pro-actively identify and report any potential or actual safety hazards/issues within the School environment
- General handyman knowledge and aptitude
- Demonstrated ability in handling power tools and equipment
- Physical strength and a high level of fitness
- An understanding of cleaning products and their uses



- Familiarity with Audio Visual equipment
- An understanding of the Lowther Hall context
- A current and appropriate WWC registration
- An understanding of child safe standards
- Willingness to undertake a National Criminal History Record Check upon appointment

PERSONAL ATTRIBUTES

- Sound judgement with regards to people and situations
- Willingness to support the school values
- Organisation and attention to detail
- Time management and prioritising ability
- Initiative and resourcefulness
- Outcomes focus
- Team orientation
- Kind, friendly and supportive to parents, staff and students
- Decision making within level of authority
- Flexibility and 'can do' attitude

