



St Catherine's School Sydney



Maintenance All-rounder
Full-time permanent role



THE HISTORY OF ST CATHERINE'S

St Catherine's is Australia's oldest independent Anglican girls' school from Kindergarten to Year 12, catering for boarders from Year 7. Our purpose is to develop young women of character and intellect who are equipped to make their unique contribution to the world. For over 160 years we have welcomed all backgrounds, faiths and abilities, acknowledging that diversity enriches our community. At St Catherine's each girl discovers her passions and develops her skills within a beautiful environment that overlooks Sydney's iconic eastern suburbs beaches.

CV and letter of application should be addressed to human resources.
Please apply via seek by 12 February 2021.

Active support for the Christian character and purposes of the school is essential.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available on www.kidsguardian.nsw.gov.au.



ST CATHERINE'S SCHOOL, SYDNEY

Our identity

We are a Christian school that educates girls for life.

Our purpose

To develop young women of character and intellect who are equipped to make their unique contribution to the world.

We value

INTEGRITY

Being honest, fair-minded and acting in accordance with sound ethical principles.

RESILIENCE

Having the emotional strength to rebound from adversity with optimism for the future.

RESPECT

Treating others with consideration and dignity.

RELATIONSHIPS

Strong relationships are good for our health and wellbeing, and enable us to feel valued and value the contribution of others.

SERVICE

Considering the needs of others, with an attitude of compassion and generosity.

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PRIMARY PURPOSE

POSITION: Maintenance All-rounder

RESPONSIBLE TO: Headmistress

REPORTS TO: Maintenance Manager

EFFECTIVE DATE: February 2021

DETAILS: Full time permanent role

Ensuring all school properties, buildings and grounds are maintained to the highest standard with a focus on general maintenance activities and repairs, the support and setup of school events while providing a high level of customer service.

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MAJOR RESPONSIBILITIES

General maintenance:

- Carrying out and assisting with general maintenance activities and repairs throughout the school

Daily operational responsibilities including:

- Daily minor repairs and routine preventative maintenance occurs for the school's grounds, buildings, plant and equipment
- Joinery, carpentry, repairing furniture, doors, locks, curtains, lights, vehicles, plant, equipment and other tasks which may arise
- Ensure school grounds are presented in a tidy and professional manner
- Daily delivery of goods, parcels and furniture to various parts of the school as required
- Setup and set down of furniture/equipment for school events and functions
- Assist with after-hours events as required
- Locking and unlocking of school gates and buildings
- Oversee the coordination and collection of rubbish and recycling bins
- Routine and proactive building inspections are completed
- Relocation of office and classroom furniture as required
- Assisting with carline duties in the mornings and afternoon
- Perform ad hoc maintenance requests occurs in a timely manner and is performed to a high level of quality;
- Work to ensure events operate successfully according to the agreed run sheet
- Daily follow-up on any items raised by security, contractors or cleaners

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Other duties:

- General basic admin and clerical support as required by the Maintenance Manager
- Courtesy bus driving duties where required
- Be a Health and Safety rep; Report, follow-up and close out any reported hazards
- Ensure SWMS are prepared and received from contractors prior to work
- Store and update MSDS as required
- To comply with the schools' policies and procedures as well as health and safety requirements
- To participate in any training when required
- Attend after hour meetings and events as required
- Warden responsibilities as require

Undertake other duties as required by the Headmistress or her delegate.

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SELECTION CRITERIA

To meet the requirements of the position, the Maintenance All-rounder must have:

- A service culture and desire to ensure the school presents well, is safe and school operations are well managed
- A good working knowledge of school services
- A good working knowledge of WHS regulations and requirements
- Experience in general maintenance. Trade qualifications in building industry and/or 5-7 years of hands on experience in a similar role
- Current driver's license
- Be physically fit and able to carry equipment as well as be comfortable working at heights
- Computer skills and literacy
- Ability to work autonomously and proactively but also as part of a team
- Personal pride in work quality with a keen eye for detail
- An ability to remain calm under pressure

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St Catherine's School Sydney

For more information on
St Catherine's School visit
www.stcatherines.nsw.edu.au



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