



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Maintenance Officer

Position Level	School General Employee (Unaveraged – 48 weeks per year)
Salary Range (Full-time)	School Operational Services – Level 2.1 \$52,998 (based on skills and experience)
Reports To	Principal
Location	St Monica’s Primary, Evatt ACT
Employment Type	Part-Time
Employment Status	Temporary
Employment Term	8 February to 17 December 2021
Hours Per Fortnight	15 - 20

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system forward.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	St Monica’s Primary School is currently seeking to appoint a Maintenance Officer who is keen to join a team of innovative professionals to support the growth of young children.
Position Duties	<p>The role of Maintenance Officer at St Monica’s is flexible. Whilst some jobs will need to be completed daily, many smaller repair jobs will need to be completed on a needs basis. We are looking for an enthusiastic and energetic applicant who will work closely with the Principal in the planning and delivery of a maintenance program.</p> <p>Essential Duties and Responsibilities</p> <ul style="list-style-type: none">• Buildings<ul style="list-style-type: none">○ Security of buildings, checking the safety of the grounds and equipment and attending to the opening and closing of school road signs.

	<ul style="list-style-type: none"> ● Repairs and General Maintenance <ul style="list-style-type: none"> ○ Assists in maintaining school buildings/grounds in a tidy manner and reports items and equipment needing repair. ○ Replaces light globes/lamps/tubes, performs handyman repairs and minor carpentry and minor plumbing - not requiring a tradesperson. ○ Assist with painting jobs as needed. ● Gardens and grounds <ul style="list-style-type: none"> ○ Maintenance of grounds including, spraying of weeds, using a blower vacuum, trimming trees and hedges and other duties associated with general lawn and garden maintenance. ● Other duties <ul style="list-style-type: none"> ○ Collecting and emptying rubbish bins, organising recycling. ○ Deliver all parcels, boxes and incoming supplied to the proper offices and classrooms. ○ Relocating school furniture when required ○ Liaising with and assisting all tradesmen and contractors when site manager is off site. ○ Other duties as directed by the Principal
Skills, Attributes and Experience	<p>Successful applicants for the position will have:</p> <ol style="list-style-type: none"> 1. A commitment to the goals of Catholic education and a readiness to foster the aims and vision of the College in the wider community. 2. Applies knowledge and skills to a range of tasks and roles. 3. Usually works within routines, methods and procedures, but some discretion is involved in selection of equipment, work organisation, services and actions. 4. Is provided with routine supervision of straightforward tasks, moving to general direction.
Qualifications	<ul style="list-style-type: none"> ● Must hold a relevant Working with Children registration. ● Skill level which assumes and requires knowledge, training or experience relevant to the duties performed would be beneficial. ● First Aid qualification.

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au