

Position title:	Non Trade Qualified Maintenance Officer
Reports to:	Principal or Principal's Delegate
Enterprise Agreement:	NSW and ACT Catholic Systemic Schools Enterprise Agreement 2017
Classification	School Operational Services Level 1

Position Objective

The Non Trade Qualified Maintenance Officer works collaboratively with other school staff to provide support and assistance to teachers, students and school leadership in the successful delivery of school learning and pastoral outcomes. This position type typically supports cleaning, building and grounds maintenance, retailing (canteens, uniform shop) as well as bus driving and vehicle maintenance.

Knowledge, Skills and Experience

A School Operational Services - Level 1 employee:

- applies knowledge and skills to a limited range of tasks and roles;
- works within established and predictable routines;
- follows standard procedures in a predefined order and requiring the use of limited discretion;
- works under close supervision, or in the case of a more experienced General Employee working alone, routine supervision; and
- is not required to have formal qualifications or work experience upon engagement.

Indicative Duties

A School Operational Services - Level 1 employee's duties may include but are not limited to:

- a range of general cleaning tasks in a school such as:
 - sweeping/ vacuuming floors;
 - washing desks/cupboards and windows;
 - emptying bins/ disposing of rubbish;
 - cleaning and sanitising bathrooms;
 - dusting and polishing student and office furniture;
 - occasionally undertaking more complex cleaning tasks including carpet and furniture cleaning; and
- taking general care of school vehicles, including driving buses for fewer than 25 passengers.

Position Requirements

General or ancillary employees are required to support the mission, teachings and ethos of the Catholic Church's work in schools. All employees must also demonstrate:

- The ability to work effectively both autonomously and as part of a team
- The ability to follow direction, prioritise and meet set deadlines
- Interpersonal skills in working with a range of personnel
- Strong planning and organisation skills
- Quality in fulfilling assigned work

Work Health and Safety

- A report of incidents and dangerous hazards must be advised to the supervisor on the date of incident, and the immediate danger of any hazard must be removed.
- Compliance and cooperation with reasonable instruction, policies and procedures of the School.

SCHEDULE A

POSITION DESCRIPTION

The Employer reserves the right to vary this position description in response to its changing needs.

Catholic Education Diocese of Parramatta (CEDP) is a child safe organisation, and is committed to providing child safe communities that recognise and uphold the dignity and rights of all children and young people.