

Role Description

Maintenance Assistant

Overview

The primary role of the Maintenance Person is provide support to the Maintenance Team Leader, through the provision of a variety of high quality, maintenance services across the School P – 12.

Hours

Mondays to Fridays 7.30am – 4.00pm

Responsibility

The Maintenance Person will report to and be supervised and supported by the Maintenance Team Leader and Director of Property, reporting in the first instance to the Maintenance Team Leader.

All Meriden staff members need to be aware of and comply with all School Policies and Procedures at all times; these are found on e-Central.

Position Requirements and Skills:

- Basic IT skills, particularly regular, email communication
- Fitness for outdoor labouring, with gardening knowledge preferred
- Capacity to manage periods of demanding, physical work e.g. bending, lifting and carrying heavy items, furniture removal, installation of lockers, relocation of classrooms/staffrooms, set up and take down of large auditorium, set for variety of functions
- Basic carpentry and general handyman abilities required
- Full driver's licence
- NSW Construction white card, trade qualifications/certificates would be highly regarded
- General knowledge of WHS requirements and commitment to all safety and compliance matters is essential
- Any overtime required will be at the direction of the Principal / Director of Property.

General Tasks

- Setting up and setting down for many School functions and special events
- Attending thoroughly to opening-up or locking-down of the School premises
- Completing a wide variety of repair, cleaning and maintenance duties
- Gardening, tidying and upkeep of all school campuses
- Providing after hours support to staff and girls
- Working cooperatively with regular contractors e.g. canteen, cleaners, electricians, plumbers etc
- Assisting in the operation of school emergency procedures and drills, e.g. lockdown and evacuation. Good hearing is required for these functions.
- Attending to securing of the School grounds and equipment
- Any other tasks as reasonably requested by the Principal or her delegate.

Personal Qualities

The Maintenance assistant needs to:

- be a good communicator and a positive team member
- be able to work consistently and independently, as required
- be organised, cooperative, efficient and flexible
- be able to problem solve
- have good time management skills
- be responsive to instruction and thorough in completion of tasks
- be willing to seek advice where needed, and to learn
- be punctual
- wear the uniform provided, neatly at all times
- bring personal presentation commensurate with the ethos and reputation of the School
- be willing to fully embrace and support the Christian ethos of Meriden
- be loyal to the Principal, Meriden and positive promotion of the School
- a medical assessment may be required for this role.