



NEWHAVEN COLLEGE

Position Description

Maintenance Team Member

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DISCOVER NEWHAVEN COLLEGE

Newhaven College is an Independent, ecumenical, and co-educational school. Newhaven College has approximately 940 students from Prep to Year 12. Offering a diverse academic curriculum with a caring pastoral approach. Newhaven College maintains an extremely strong sense of community, with the emphasis on pastoral care a hallmark of the college.

If you're looking to make a difference in the lives of young people, the below information outlined in the position description shall assist.

We strive to provide personalised learning experiences which stem from authentic relationships and a deep connection to our unique environment. In doing so we aim to instil high expectations, promote innovation and encourage critical thinking.

All the core of our Strategic Direction is 'Hearts & Minds' which recognises all our values interconnecting to provide a means of strengthening our capacity to fulfill our aspirations.

Join us on this journey and add value to Newhaven College's future.

OUR SCHOOL VALUES"

Respect Honesty Empathy Responsibility Excellence

Job Title	Maintenance Team Member
Reports to	Property Manager
Date	To commence February 2024
Employment Status	Permanent – ongoing part time 0.80 FTE
Classification Level	Classification will be determined in accordance with Newhaven College Enterprise 2023 - 2026 based on skill set and experience.

POSITION PURPOSE

The Maintenance Team is responsible for providing a range of maintenance and service functions throughout the College, both inside and outside the buildings and surrounds.

The Maintenance Team Member reports to the Property Manager.



TERMS OF APPOINTMENT

The position is subject to a minimum employment period (6) six months at the time of commencement and is a permanent ongoing position at part time, 0.80 FTE.

Responsibilities and Accountabilities

- Undertaking tasks in the maintenance programs to ensure smooth operations of the College.
- Identify and report malfunctions pertaining to plant, facilities and equipment.
- Communicate and liaise with all staff and engaged external contractors.

SPECIFICALLY INCLUDING:

Grounds Maintenance

- Mowing grounds
- Whipper snipping
- Vacuuming leaves and paths
- Gardening and removing debris and weeds including maintain garden beds display.
- Pruning
- Overall upkeep of gardens and surrounds
- Oval Maintenance and upkeep
- Safety matters

General Maintenance

- Day to Day maintenance of equipment and buildings
- Undertake my maintenance requests as allocated and provide status updates to closing of task.
- Moving furniture/items when required with physical capacity to lift greater than 10 -15 Kgs.
- Construction of small capital works, such as shelves and as directed.
- Liaise with the Property Manager regarding day-to-day maintenance requests and in accordance to scheduled program.
- Minor paint works, building works and rectification works around buildings and grounds.

PERFORMANCE INDICATORS:

The measure of good practice for the College Maintenance Team shall include:

- The efficient and timely execution of maintenance projects



- The reporting of appropriate remedial action required for any unsafe area.
- Working within a safe and hazard free environment.

Desirable Skills and Knowledge for the position

- Skill and demonstrate experience in maintenance /grounds related role with handy trade skill set.
- Strong interpersonal skills to communicate within a team environment and work independently.
- Be physically fit and able to carry out the lifting requirements of 10 -15 kgs of the role and able to work outdoors in the elements.
- Sound knowledge of safe working practices and OHS collective responsibilities.
- Demonstrated experience in planning and time management of tasks to completion.
- Work in accordance with college values and expectations aligned to policy and procedures.
- Able to input basic data entry and comfortable with e-mail communication.

SPECIAL CONDITIONS AND REQUIREMENTS:

- Maintaining a valid working with Children Check and Current National Police Criminal History Check
- Comply with the College's Code of Conduct and Child Safe Policy
- Understand and adhere to Ministerial Order 870 – Child Safe Obligations.
- Current work rights for Australia
- Current and clear driver's license
- Undertake childsafe and other training as required.

STATEMENT OF COMMITMENT TO CHILD SAFETY

Newhaven College is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

At Newhaven College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position.