



Maintenance Assistant Position

Preshil is a small, secular and progressive co-educational school for ages 3 and 4 through to Year 12. We are seeking someone to fill the position of Maintenance Assistant. This is a Level 2.1 part-time position with a time fraction of 0.6 and will report to the Maintenance and Facilities Coordinator.

General

The Maintenance Assistant role is an hands-on role for the general maintenance and upkeep of the grounds, gardens and buildings across both campuses of Preshil School. This employee will work as a member of a team under the supervision of the Maintenance and Facilities Coordinator. He/she will be responsible for keeping campus grounds clean, safe, functional and secure in accordance with prescribed codes and established school policies and standards.

Duties and Responsibilities.

This is a wide-ranging role that can be expected to change from time to time with the development of the School's facilities. The duties include but are not limited to:

- Taking reasonable care for your own health and safety and that of other personnel who may be affected by your conduct in accordance with the Victorian Occupational Health and Safety Act (2004) and Regulations (2007)
- Accepting instructions from the Maintenance and Facilities Coordinator
- Providing service as necessary to support curricular and extracurricular events and activities
- Maintaining maintenance equipment and supplies
- Assisting visiting members of the public and contractors who are utilizing/working on campus
- Projecting a positive image of the school
- Working closely with the Maintenance and Facilities Coordinator to identify and schedule work to be performed during the week and over the holiday periods
- Maintaining existing gardens and grounds to the highest standard including landscaping and removing rubbish
- Performing other duties as requested by the Maintenance and Facilities Co-ordinator both individually and as a member of the Maintenance Team, including carpentry, minor plumbing, painting etc

Experience and Qualifications

- Trade qualification is highly desirable or minimum 5 years experience in building maintenance
- Be proactive, well organised and able to work to a high standard
- Excellent communication skills with the ability to interact and liaise with staff, students, team members, contractors, suppliers and visitors in a professional and friendly manner
- Computer skills, including electronic communication and scheduling, record keeping and file management
- Current Victorian drivers license
- Working With Children Check & National Police check

Safeguarding Children and Young People

Our organisation takes child protection seriously, and as an employee or volunteer of Preshil The Margaret Lyttle Memorial School, you are required to meet the behaviour standards outlined in our Safeguarding Children in Schools Code of Conduct. Attached to this document is this Safeguarding Children in Schools Code of Conduct. You can also access a copy of these guidelines via the Preshil website <http://www.preshil.vic.edu.au/why-preshil/policies/>

Therefore as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people

Conditions of Employment

The successful applicant will be subject to a Working With Children Check and Criminal History Records Check where applicable.

Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference checks, identity check, qualification checks and professional registration checks.