

*"We are a Catholic community of welcome,
connecting faith, family & education."*



POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kaurna land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

Name:

Position Title: Senior Maintenance Officer

ESO Grade: 4

Employment Type: Full Time

Hours per Week: 37.5

Weeks per Year: 48

Campus Location: Nazareth Campuses and Nazareth Partner Primary Schools

POSITION OVERVIEW

Nazareth has contractual agreements with various Partner Primary Schools in the Western suburbs to provide a Grounds and Maintenance Service that ensures safe, functional, and welcoming environments for students, staff, and the wider community. They will work under the joint direction of the Nazareth Property and Facilities Manager and the Leadership staff at Partner Primary Schools.

This role is the first point of contact for day-to-day maintenance requests and carries out a broad range of duties to ensure buildings, facilities and grounds are maintained to a high standard and that plant, equipment and other aspects of the physical environment are safely administered and maintained as per Work Health and Safety Requirements.

With a proactive approach and a commitment to high standards, this position contributes to the upkeep and improvement of school facilities, fostering a positive and well-maintained learning environment.

KEY WORKING RELATIONSHIPS (INTERNAL)

- Principal
- Partner Primary School Leadership and Staff
- Property and Facilities Manager
- Business Manager
- Nazareth Leadership Team
- Maintenance Manager
- Human Resources Manager
- WHS Manager
- WHS Compliance Officer

KEY WORKING RELATIONSHIPS (EXTERNAL)

- Service contractors

KEY RESPONSIBILITIES/DUTIES

As the Senior Maintenance Officer at Nazareth, you will work in accordance with the Vision, Mission and Values and Aspirations of the Nazareth Strategic Plan.

MAINTENANCE PLANNING

- In collaboration with the Property and Facilities Manager, develop and implement a preventative maintenance plan of daily, weekly, monthly, school holidays and annual activities, to ensure the effective and cost-effective maintenance of buildings, grounds and related equipment at Partner Primary Schools.

CONTRACTORS

- Liaise with external maintenance contractors and suppliers for planned maintenance or repairs as authorised.

GENERAL MAINTENANCE

- Act as the initial contact person for day-to-day maintenance requests for Partner Primary Schools.
- Carry out all routine and ad-hoc maintenance requests as well as regular maintenance inspections per maintenance schedules, updating registers as work is completed.
- Undertake a broad range of general maintenance duties utilising applicable skills, materials and/or specialised techniques.
- Ensure maintenance tools and equipment remain in good repair and source repair/replacement as required.

- Facilitate/undertake the upkeep of all grounds-related activities including lawns, landscaping, irrigation systems, play areas, fencing, paths/roadways, sporting facilities, rubbish removal, etc.
- Undertake general repairs and maintenance to buildings, facilities, fittings fixtures to maintain an appropriate level, of functionality and safety.
- Any other duties as directed by the Property and Facilities Manager or Partner Primary School Leadership Teams.

WHS AND RECORD KEEPING

- Ensure regular documented checks and maintenance is carried out on equipment and that all record-keeping is completed as required.
- Ensure compliance with WHS policies, practices and priorities within area of responsibility.
- Assist in the maintenance of facilities to meet all WHS obligations and requirements.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.
- Ensure contractors or subcontractors providing grounds and or maintenance services hold current and appropriate licences and insurance as well as additional compliance documents for the work they are undertaking in a school environment and are properly inducted with WHS requirements.
- Assist with workplace safety inspections and site audits ensuring WHS registers and records are maintained.
- Participate in any WHS-related activities as required.
- Other duties as directed by the Property and Facilities Manager and Partner Primary School Leadership.

ESSENTIAL PROFESSIONAL AND PERSONAL SKILLS

As the Senior Maintenance Officer at Nazareth, you will:

- Hold, or be willing to obtain, role appropriate qualifications such as manual handling, working at heights, equipment operation etc.
- Technical maintenance skills and proficiency in performing a range of maintenance tasks including repairs, general plumbing, painting and minor carpentry.
- Knowledge of landscaping, gardening techniques and the use of grounds maintenance tools and equipment.
- Have knowledge and ability to safely and responsibly operate power tools and maintenance equipment.
- Have the ability to diagnose and address maintenance issues efficiently and effectively.
- Have basic computing skills and knowledge.
- Interact professionally and work collaboratively and cooperatively with staff as a positive team member and liaise effectively with other members of the community, contractors and visitors.
- Have good interpersonal and communication skills and ability to take initiative and give and take direction effectively.
- Have good organisational skills including flexibility, prioritising and respond to challenging situations in a calm and measured manner.
- Lead and demonstrate best practice WHS at all times.
- Demonstrate an understanding of professional boundaries and the need for confidentiality.
- Display a standard of dress that promotes safety and suits the practical demands of the workplace, in particular, appropriate personal protective clothing to fulfil role requirements.

Possess:

- An understanding of the Catholic ethos and be supportive of the College's values and expectations with particular attention given to the Vision and Mission Statement of the College.
- Excellent interpersonal and communication skills.
- Sound verbal and written communications skills.
- An understanding of and adherence to the requirements of the Privacy Act in relation to staff, students, and families in the Community.
- A willingness to adhere to CESA policies, including the Code of Conduct.

Display:

- A commitment to continuous learning and service of the highest standard.
- Flexibility and adaptability in approach to work practices and management strategies.
- Excellent personal grooming and business/professional presentation complying with the College's dress code.

Additional information and requirements

- This position is required to work across campuses.
- This position is required to work at other Catholic Schools.
- A current driver's licence is essential. A light truck licence is desirable.
- Some additional hours of work may be required, including occasional weekends.
- Annual leave is generally not available during school term breaks.
- Set start and finish times are applicable.
- You will be required to hold the following certificates:
 - Working with children check
 - First Aid
 - Responding to Risks of Harm, Abuse and Neglect – Education and Care
 - Appropriate specific training as required in the role.

WORK HEALTH AND SAFETY

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012