



## ***Maintenance Manager***

### **Education Support Officer**

The teaching, learning and support which occurs within our school takes place within the context of our Vision Statement.

***“Kildare College, a Kildare Ministries school in the Brigidine tradition, is a student-centred learning community for girls, seeking to live out the message of Jesus Christ and the Gospels”.***

**Our Kildare Ministries values:**

***Wonder***

***Celebrating all that is good with joy and gratitude***

***Courage***

***Speaking and acting with integrity***

***Hospitality***

***Welcoming all***

***Hope***

***Bringing a sense of purpose***

***Compassion***

***Walking with and having empathy for all***

***Justice***

***Making the needs of the vulnerable paramount***

It is these Core Values that inform every aspect of our work at Kildare as we educate our young women in partnership with their parents.

## POSITION INFORMATION DOCUMENT

<b>Name</b>	Successful Applicant		
<b>Position Title</b>	Maintenance Manager		
<b>Stream</b>	Services		
<b>Grade</b>	3	<b>Year</b>	1
<b>Employment Category</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 12 months
	Permanent	Temporary	Contract
<b>Start Date</b>	Negotiable		<b>Concluding date:</b> <input type="text"/>
<b>Hours worked per week</b>	37.5		
<b>Weeks worked per year</b>	48		

### **BROAD PURPOSE**

The Maintenance Officer will maintain College properties, buildings, equipment and grounds to a high standard of operation, appearance and safety, working collaboratively with the Grounds person and staff of Kildare College.

### **REPORTING RELATIONSHIP**

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Reports directly to the Business Manager

### **KEY WORKING RELATIONSHIPS (Internal)**

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- Kildare Leadership Team
- Kildare College and Community Staff
- Grounds person
- Work Health & Safety Officer

### **KEY WORKING RELATIONSHIPS (External)**

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- Sub-contractors

### **DESCRIPTION OF POSITION**

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Education Support Officer Grade 3 Services  
Refer to : Enterprise Agreement 2013

## **KEY RESPONSIBILITIES**

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As a Kildare College staff member (Maintenance Manager) you will be responsible for:

- Preparing College for daily use
- In conjunction with Business Manager, responsible for jobs allocated through the “Maintenance Help Desk”
- Supervising maintenance of gardens, lawns, landscaping and irrigation systems including waste removal and property surrounds
- Undertaking general repairs of buildings externally and internally, general facilities, fixtures and fittings, fencing, gates, paths, furniture and any other items as required ensuring a clean, safe, secure and functional environment for staff and students.
- Assisting in the maintenance and testing of fittings and fixtures in accordance with the College Maintenance Register
- Liaising with staff and community in relation to College activities and events including setting up for assemblies, masses and community events, and providing appropriate support where required
- Other duties as determine by the Principal or member of the Leadership Team.

## **PERSON SPECIFICATION**

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As a Kildare College staff member (Maintenance Manager) you will:

- Support the policies and Catholic ethos of Kildare College
- Possess excellent interpersonal and communication skills eg. well presented, friendly and courteous
- Have highly developed organisational and planning skills
- Demonstrate maintenance skills and experience
- Experience in maintaining grounds and gardens
- Experience in the use of grounds maintenance equipment
- Knowledge of irrigation systems
- Have the ability to work as a team member
- Have the ability to communicate with a wide range of staff and contractors
- Be able to prioritise work and meet deadlines
- Have the ability to work with limited supervision for established tasks and procedures
- Have knowledge of WHS obligations and requirements
- Have awareness of building regulations and relevant statutory requirements

## **WORK HEALTH & SAFETY RESPONSIBILITIES**

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### **Workers**

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

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

## **SPECIFIC REQUIREMENTS**

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- First Aid for Schools and Centres
- Approved Mandatory Notification training
- Police Clearance to work in Catholic Education SA

## **PERFORMANCE REVIEW**

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- The employee must undertake a 3 month performance review or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

Signed \_\_\_\_\_  
(Employee)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Principal)

Date \_\_\_\_\_

Review Date:            October 2016