

POSITION DESCRIPTION

Facilities Officer

John Paul College, Frankston is a Catholic co-educational secondary school with a rich heritage in the traditions of the FCJ sisters and the Marianists.

MISSION

John Paul College provides an exemplary and holistic education within the Catholic tradition. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience, and inspires faith in action.

“With Him is the
fullness of life”
JOHN 10:10

Our motto is our vision – the commitment to ensure every member of our community is empowered to achieve success, act with integrity, and contribute to the common good – Christian discipleship for a just world.

The work of the Facilities Officer will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive, and holistic. The Facilities Officer will work to develop an understanding of the Catholic, Marianist and Sisters of the Faithful Companions of Jesus ethos and the values of the College and ensure that they work within those foundational traditions and mission of the school.

PURPOSE OF POSITION

The Facilities Officer is a member of the Facilities Team and reports directly to the Facilities Manager.

The Facility Officer's responsibilities are maintaining the College's buildings and grounds, such that they provide a welcome, fit for purpose and appealing setting for students, staff and visitors.

All responsibilities of the Facilities Officer are to be conducted in a manner consistent with the Mission Statement and values of John Paul College.

Each team member is expected to deliver a positive and welcoming impression to all visitors to John Paul College, as well as all members of the school community.

RESPONSIBILITIES AND SPECIFIC DUTIES

Main Areas of Responsibility

Under the direction of the Facilities Manager, the main responsibilities of the Facilities Officer include but not limited to:

- General gardening
- Routine maintenance of College Buildings, furniture and equipment
- Assistance with College function set up and pack up.
- Removal of rubbish and litter from school grounds.
- Other duties

General gardening

- Mowing College ovals and lawn areas regularly
- Whipper- snipping / blower vacuuming of grassed edges of flower beds or paths.
- Applying mulch to flowerbeds to minimise weeding and improve appearance.
- Providing advice and proposals that will enhance the College grounds or environment.
- Regular pruning of shrubs and weeding flowerbeds, paths and lawns
- Using appropriate herbicide to control weed growth and minimise the need for manual removal of weeds.
- Maintenance of the irrigation system such that lawn areas and flowerbeds receive regular watering over the drier months of the year.

Routine Maintenance of College Buildings, furniture and equipment

- Pro-active maintenance of the existing school buildings, furniture and equipment to minimise disruptions to classes.
- Prompt graffiti removal.
- General minor repairs
- Painting
- Gutter / drain cleaning
- Minor maintenance of workshop / grounds equipment
- Ad hoc maintenance of toilets/ other areas
- Movement of student / teacher furniture.

Assistance with College function set up and pack up

- Assistance with set up / pack up for school events such as sports days or carnivals, exams, assemblies, open days, awards nights, information evenings or other school functions.
- Set out / pack up of chairs (and desks where needed)
- Assistance with delivery and pack up of equipment using College vehicle where required.
- Assistance with general clean up after events.

Other duties

- Collection / delivery of bulk items to the post office or supplier
- Collection / delivery of parcels internally around the College
- Empty rubbish bins each day. (Note: The College has cleaners to perform daily cleaning of the school – offices/ classrooms / toilets etc.). The above tasks are required to supplement cleaning functions at the College).
- Other duties as directed by the Principal or Business Manager.

CHILD SAFETY

Every person employed or volunteering at John Paul College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. (CECV (Catholic Education Commission of Victoria) Commitment Statement to Child Safety). Such responsibility requires employees to:

- provide students with a child-safe environment.
- be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- proactively monitor and support student wellbeing.
- exercise pastoral care in a manner which reflects school values.
- implement strategies which promote a healthy and positive learning environment.

QUALIFICATIONS

- Relevant trade qualification and experience is not required but a consideration.
- Valid manual Victorian driver's license.

EXPERIENCE

- Proven maintenance experience in a school or other environment.
- Experienced in the use of grounds machinery (ride on mower/reel mower /tractor).
- Highly competent in the use of hand, power & garden tools (including chainsaws).
- The ability to take apart machines, equipment, or devices to remove or relace defective parts (e.g. change mower blades, or a spark plug, minor parts replacements etc).
- The ability to read technical manuals and drawings.

PERSONAL ATTRIBUTES

- Strong organisational skills and the ability to prioritise tasks.
- High level communication and time management skills.
- Willingness and ability to work in a flexible manner within a team environment.
- Ability to use common computer programs (Word / Excel / Outlook).
- Knowledge and commitment to safe WorkSafe work practises and Occupational Health and Safety (OHS) policies and procedures.
- Knowledge of safe lifting and manual handling techniques.
- Familiar with safe working at heights practices.
- Ability to work with internal and external stakeholders and able to follow directions.
-

PERSONAL QUALITIES

- A professional presentation and attitude
- Possess the physical stamina and dexterity required to complete role tasks.
- Punctuality and reliability in their employment history.
- Trustworthiness and honesty.
- Effective interpersonal communication skills with staff, students and other key stakeholders.
- An eye for detail and ability to proactively identify and provide solutions for potential and actual problems.
- Strong commitment to OHS principles and practices.
- Willingness to support the Catholic ethos of the College and its mission to educate young people.
- A commitment to and knowledge of child safety policies and procedures.

REPORTING RELATIONSHIPS

REPORTS TO: Facilities Manager, Business Manager

ASSOCIATED RELATIONSHIPS: Principal, Deputy Principals, and other positions as appropriate

POSITION CLASSIFICATION

Ongoing Position	START DATE	TBC	FULL TIME	7.00am to 3.00pm - 30 mins for lunch
<p>This role is classified as a 'School Services Officer' with employment conditions as per the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA) as amended.</p> <p>This position attracts 4 weeks of annual leave per year of service.</p> <p>This role is subject to ongoing review and may change to suit the requirements of John Paul College.</p>				
<p>The successful applicant must:</p> <ul style="list-style-type: none"> • Provide a valid Working with Children Check (WWCC - Employee type) • Provide a National Police Record Check (less than 30 days old) • Be legally permitted to work in Australia. 				

Additional Information

John Paul College is committed to developing a culture to maintain the safety of each student in our care. 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. All staff employed at John Paul College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct. All Facilities Officers must hold a Victorian Institute of Teaching Registration.