

**POSITION DESCRIPTION**

<b>Position:</b>	<b>Maintenance Handyperson</b>
<b>Reporting to:</b>	<b>Facilities Manager</b>
<b>Department:</b>	<b>Facilities Services</b>
<b>Date:</b>	<b>March 2025</b>

**Primary Purpose**

The primary purpose of this role is to undertake a wide variety of maintenance duties within the Facilities Services Department.

The Maintenance Handyperson ensures a safe and efficient environment for students, parents, staff, and visitors. They are expected to display the school’s vision, concerning student welfare, public relations, and customer service, in all dealings with both internal and external clients, external organizations, and the school’s various community groups.

**Position in Context**

As a member of the Facilities Team, the Maintenance Handyperson works collaboratively with other departments to provide a high standard of maintenance of the school campus on a day-to-day basis. They will also provide some grounds support as directed by the Facility Manager.

The Maintenance Handyperson reports to the Facilities Manager, who reports to the Business Manager on all matters relating to the school.

**Major Activities**

1. Maintenance of buildings fittings and fixtures
2. Grounds maintenance assistance

**Major Duties and Responsibilities**

**1. Maintenance**

- Ensure all tools, machinery and vehicles are correctly and safely maintained
- Assist the buildings maintenance staff
- Assist with the unblocking of sinks, toilets, etc of a minor nature
- Assist with the removal of graffiti from furniture, buildings and grounds fixtures
- Assist with minor repairs to buildings, fittings and fixtures
- Assist with the setting up of furniture for school assemblies, functions and any other activities that may occur from time to time
- Assist with the set up and pack up of functions as directed by the Facility Manager or delegate.
- Assist with setting up for exams
- Assist with the movement of goods, equipment and furniture.
- Assist with emergency management response
- Operate and maintain radio contact within the Facilities Team Radio Network
- Other duties as directed by the Facility Manager or Assistant Facility Manager

**2. Grounds**

- Assist with marking the lines for car parking bays as required
- Assist with the maintenance of established gardens
- Assist with mowing and renovating lawn and turf areas
- Assist with fertilizing the existing turf, lawns, and gardens
- Assist with the cultivation of trees and shrubs and removal of dead trees

- Assist with the propagation of plants for use in the school and bush areas
- Line mark playing fields as required
- Clean and clear fire pit area
- Mow lawn
- Daily assistance with carpark monitoring.
- Other duties as directed by the Facility Manager or Assistant Facility Manager

### **3. Competencies Required**

- Have a practical knowledge of general maintenance
- Be able to carry out safe working practices with a minimum of supervision
- Hold a current driver's licence
- Be organised, self-motivated and flexible
- Commitment to excellent customer service
- A courteous and friendly manner
- A current valid Working with Children Check
- Basic Computer skills.

### **4. Qualifications, Skills and Experience**

- Knowledge and experience of general maintenance and grounds maintenance
- Competent in safely operating general maintenance and grounds equipment
- Basic computer skills
- Previous experience in a school setting. (desirable but not essential).

### **Child Safety**

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

#### **Tintern Grammar's commitment to Child Safety.**

Tintern Grammar is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. Tintern Grammar has zero tolerance of child abuse and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

Tintern Grammar is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices in place.

### **OH&S**

All employees are responsible for:

- Carrying out their duties in a manner that does not adversely affect their health and safety or that of others
- Co-operating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided concerning OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Facilities Manager
- Correctly using any information, training, personal protective equipment, and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons

- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place.

*The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the school.*