



**GEELONG GRAMMAR SCHOOL®**  
EXCEPTIONAL EDUCATION

## POSITION DESCRIPTION

<b>POSITION:</b>	Maintenance and Logistics Tradesperson
<b>DEPARTMENT:</b>	Facilities
<b>CAMPUS:</b>	Corio
<b>REPORTS TO:</b>	Responsive Maintenance Team Leader
<b>DIRECT REPORTS:</b>	Not applicable
<b>EMPLOYMENT STATUS:</b>	Full Time, Ongoing
<b>CLASSIFICATION:</b>	A3
<b>APPROVAL:</b>	May 2025

## WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the recently opened (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

## **ABOUT THE FACILITIES DEPARTMENT**

The Facilities Department at Corio campus is responsible for maintaining, servicing and developing the physical amenities of the campus. It carries out a range of functions including building and services maintenance, farm, gardens, grounds maintenance and development, waste removal and traffic management, capital works projects, event and logistics support.

## **POSITION OBJECTIVES**

The primary objectives of the Maintenance and Logistics Tradesperson is to lead the delivery of event and logistical support within the Facilities department and to work as part of a multidisciplinary team who undertake maintenance and renewal tasks to buildings and assets, ensuring they are maintained to the highest standards and a safe environment for all students, staff and visitors.

## **KEY RESPONSIBILITIES**

The Maintenance and Logistics Tradesperson is responsible for:

- Supporting the Facilities and Events Coordinator in coordinating a small team in the successful delivery of regular events and set-ups throughout the Campus. Delivering, setting up and dismantling infrastructure such as BBQ's, staging, whiteboards and furniture.
- Ensuring the completion of logistics tasks such as general deliveries involving manual handling and conducting energy meter readings.
- Maintaining Facilities Dept storage facilities and compound in relation to goods and material storage, waste management, safety and security.
- Cleaning of event equipment and fleet vehicles, including reporting on maintenance issues and service requirements.
- Working as part of the Facilities Maintenance team to maintain buildings and assets through the use of tools and workshop machinery. Including but not limited to the service, repair, duplication or manufacture of various building and asset components to a high standard and within reasonable budget and time constraints.
- Undertaking inspections of buildings and assets to identify faults and reporting on findings to ensure faults are rectified in a timely manner.
- Liaising with and supporting other members of the Facilities team in the coordination of relevant work with external support (contractors).
- Competently utilising the department's facilities management software in the management of hazard control, workflow, time and procurement.
- Assisting to review and continuously improve operational processes including OHS. Ensuring the effective and efficient use and implementation of these processes.
- Developing effective working relationships by ensuring a customer focused service when working closely with the stakeholders, management, various departments of the School and the School's Contractors.
- Ensuring that all procurement requirements adhere to the financial and procurement protocols and processes of the School.
- Being available to undertake occasional after hours (overtime) work in emergency, urgent situations or events.

## ORGANISATIONAL RELATIONSHIPS

The Maintenance Tradesperson reports to the Responsive Maintenance Team Leader, provides direct support to the Facilities and Event Coordinator (for events and set-ups) and has a close working relationship with the following personnel:

### Internal Liaisons

Corio Facilities Staff  
Corio Management and other staff  
Residents of the Corio campus  
Bostock House Management and Staff  
Catering and Cleaning Services staff (on site)

### External liaisons

Relevant Contractors  
Consultants and Suppliers  
Local Authorities  
Government Agencies  
Avalon College Staff

## KEY SELECTION CRITERIA

The Maintenance Tradesperson requires the following qualifications and experience.

- Demonstrated relevant industry-based experience and qualifications (trade qualification)  
Example: Cabinet Maker, Joiner, Plasterer, Tiler, Painter, Bricklayer.
- Relevant experience and the ability to work as part of a multidisciplinary team and on occasion to coordinate the work of a small team.
- Demonstrated understanding of and experience ensuring compliance with relevant BCA and OH&S regulations and practices with the facilities maintenance and/or construction industry.
- Well-developed interpersonal and communication skills with a proven ability to create and deliver a customer focused environment.
- Excellent organisational, administrative and time management skills, including the ability to set priorities and work independently in a multi-task environment within associated timelines.
- Proficiency with the Microsoft Office Suite of programs.
- The ability from an OH&S perspective to fulfil the physical requirements inherent within the role. (A pre-employment medical may be required).
- A current driver's license.

Desirable:

- A license to perform high risk work (work platform, forklift).
- The ability to undertake First Aid training and provide immediate First Aid, if required.

## COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

## OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

The School's Student Safeguarding Framework, which includes the Student Safeguarding Strategy, Student Safeguarding Policy and Student Safeguarding Code of Conduct, is available on the GGS website, under 'Student Safeguarding'. The School's expectation is that all staff members (and School Community members) comply with the Student Safeguarding Framework policies and procedures and the Child Safe Standards, as applicable to their role. Any queries in respect of this Framework or the School's expectations should be directed to [safeguarding@ggs.vic.edu.au](mailto:safeguarding@ggs.vic.edu.au).

## WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.