

# Role Description

## Maintenance Officer/Handyperson



**Santa  
Sabina  
College**

All staff members of Santa Sabina College are expected to support and promote the College's Catholic, Dominican mission. Santa Sabina College is an IB World School and educates students to achieve personal excellence, to act with justice and compassion, and to embrace the future with an optimistic global vision.

The College is committed to ensuring that all staff promote the inherent dignity and fundamental rights of students and colleagues within a safe school and work environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

### The Role

The Maintenance Officer/Handyperson is a member of the Property and Facilities team and supports them in completing a wide range of tasks, including manual handling and setting up for events along with general handyperson repairs at the Strathfield Campuses.

**Work Hours:** Full-Time, 7.6 hours per day, 5 days a week, 48 weeks a year. Daily start and finish times to be negotiated.

**Classification:** School Operational Services under the *Independent Schools NSW (Professional Operational Staff) Cooperative Multi-Enterprise Agreement (CMEA) 2025*.

### Organisational Relationships

The Maintenance Officer/Handyperson reports to the College Principal via the Property and Facilities Manager.

### Key Role Responsibilities:

#### College Mission

- understand, support and promote the Catholic, Dominican Mission of the College
- understand best practice in ensuring Santa Sabina is a child-safe school
- support College strategy and its implementation at all times
- develop/support internal and external partnerships to enhance learning opportunities for all students

#### Maintenance Responsibilities

- ability to carry out repairs and maintenance tasks as directed by the Maintenance Supervisor and Property and Facilities Manager on a range of equipment, furniture, buildings and facilities in line with handyperson capabilities
- have a hands-on approach and can-do attitude, providing support to others in the team and when working autonomously

Del Monte Primary Campus | Gioia House | Santa Sabina Secondary Campus | Outdoor Education Centre Tallong | Mary Bailey House Early Education Centre



[www.ssc.nsw.edu.au](http://www.ssc.nsw.edu.au)  
[enquiries@ssc.nsw.edu.au](mailto:enquiries@ssc.nsw.edu.au)



+61 2 9745 7000



90 The Boulevard  
Strathfield NSW 2135

Santa Sabina College is a Ministry of Dominican Education Australia which provides an inclusive, caring and welcoming Catholic education in the Dominican tradition.

- proactively identify maintenance and repair tasks needed and carry out the necessary maintenance or report for action by others
- remove (where possible) and report any safety hazards
- carry out checks, inspections and complete documentation as necessary to ensure equipment is safe, reliable and well maintained
- ensure the proper, safe use and storage of all materials, chemicals, consumables and equipment
- assist with security; locking and unlocking of gates and doors as required
- complete rubbish bin runs and general cleaning as required
- assist with set up of sporting equipment and line marking of fields as required
- manage general site deliveries of parcels and packages
- assist with general set up and set down, both onsite and offsite
- relocation of resources, furniture and equipment as required
- assist in the operation of College emergency procedures including drills, lockdown, fire and evacuation
- capacity to manage periods of demanding, physical work including bending, lifting and carrying heavy items, furniture removal, installation of lockers, event and assembly set ups
- any other duties as directed by the College Principal

#### **General accountabilities for all staff**

- be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- demonstrate professional and collegial relationships with colleagues
- commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning and professional growth

#### **Qualifications, knowledge, skills and experience**

- current Working with Children Check (WWCC) Clearance
- current NSW Driver's Licence - Class Light Rigid (LR) licence is desirable but not a necessity
- basic computer skills an advantage
- ability to communicate well with others in the community
- experience with repairs and maintenance within a school environment is highly regarded
- demonstrates a good knowledge of WHS standards and a commitment to all safety and compliance matters
- responsive to following instructions and procedures
- punctual with good time management skills
- current First Aid Certificate/CPR (or being willing to obtain one)
- comply with NSW Department of Health Screening and Immunisation and Santa Sabina College Policy

The College reserves the right to alter roles and responsibilities at any point in time.