



## PENLEIGH AND ESSENDON GRAMMAR SCHOOL

### POSITION DESCRIPTION

**POSITION:** Maintenance Assistant  
**REPORTS TO:** Facilities Manager  
**LOCATION:** All Campuses

### PURPOSE

The Maintenance Assistant provides maintenance support across the school to ensure our facilities are well maintained.

### NATURE AND SCOPE:

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with a student population of over 3,000. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebse House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East. There is a sports ground at Keilor Park and a camp in Eildon.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular program of Drama, Dance, Music and Sport.

The school actively promotes the safety, wellbeing and participation of all students, including supporting children from culturally diverse backgrounds and those with individual needs and encourages every student to thrive in the classroom and beyond.

## POSITION CONTEXT

The Maintenance Assistant reports directly to the Facilities Manager however on a day-to-day basis will be working closely with the Carpenter to support routine maintenance, assist with repairs and respond to maintenance requests in a timely and professional manner. This position is based at the Keilor East Campus but regularly works across all campuses to meet the requirements of the position.

The Maintenance Assistant is part of a team that includes gardeners, turf curators, carpenters and grounds and maintenance staff who are located across all campuses.

The Maintenance Assistant is expected to support the school's values, policies and procedures and the philosophy of an independent school associated with the Uniting Church and support Equal Employment Opportunity principles, including support for an equitable, safe and productive environment for all staff and students and treating all school community members with dignity and respect.

## JOB GUIDELINES

The following list is not exhaustive, nor in any order of priority, but is indicative of the range and nature of the position and may vary daily:

- Perform daily maintenance tasks as required. This includes, but is not limited to:
  - door and furniture repair/replacement;
  - repairs to windows; locks; cabinetry and internal linings;
  - changing light bulbs
  - painting and patching and repairs to timber steps and playground equipment.
- Responding to and actioning work maintenance requests and assisting the Facilities Manager / Carpenter and other school staff, including checking and verifying faults as requested
- Support preventative maintenance schedules and maintain records of work completed, as directed by the Facilities Manager / Carpenter.
- Assisting trades personnel with manual duties as required
- General labouring tasks, including moving or assembling furniture, stationery, food deliveries and equipment around the campuses
- Working in a cooperative manner as a member of the Facilities section. This includes: -
  - assisting with the setup and dismantling of school events (e.g. School assemblies, Speech Night, Football Lunch, Craft Market, Sports Days, student examinations), which includes equipment and furniture relocation, as required.

- Participating in team meetings and support improvements
- Working in a safe manner that complies with school policies, OHS requirements and legislated standards.
- Other duties as required.

## **SELECTION CRITERIA:**

You will be able to demonstrate the following knowledge and skills:

- Relevant experience in maintenance duties.
- Knowledge and expertise in OHS practices and procedures
- The ability to communicate effectively and respectfully
- Basic ICT skills, including the ability to communicate effectively via e-mail and text message and use a laptop/iPad.
- The ability to work as part of a team and develop good working relationships.
- A strong customer service focus, with the ability to work to deadlines in a busy environment.
- A strong work ethic and willingness to perform varied duties as required of the team.
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
- A satisfactory Working With Children Check and Criminal Record Check are requirements of this position.

## **CONDITIONS**

- Hours of Work: Monday to Friday, 6.30am to 3pm (with a 30-minute unpaid lunch break)
- Reasonable additional hours as required, which may include regular weekend work
- 4 weeks annual leave per annum
- 13 RDOs per year

## **CONCLUDING REMARKS**

This role may vary over time and aspects of the job description may alter as a result of changing circumstances. This job description is open to review by negotiation, by either party.