



POSITION DESCRIPTION

MAINTENANCE OFFICER (FULL-TIME)

In a natural, sustainable environment Billanook College aspires to provide an accessible, uniquely caring learning community in which students confidently create and navigate their own learning pathways. We do so with respect and appreciation of diversity, equity, justice and our place in a changing world.

At Billanook, our staff are central to our mission. We aim to recruit and sustain a workforce focused on the shared vision of Billanook College.

POSITION PURPOSE

To maintain the grounds and buildings of the College and to provide support to staff and students as a member of the Grounds and Maintenance Team.

REPORTS TO: Facilities Manager

KEY ACCOUNTABILITIES

- To perform handyman, maintenance and general gardening duties, such as carpentry, metal, painting, electrical, plumbing, mowing, weeding etc.
- To operate and maintain machinery as directed.
- To perform preventative maintenance, including maintaining and service tools and equipment
- To assist in external cleaning of buildings and grounds.
- To conduct checks/inspections to support the College's building regulations obligations.
- As a member of the Grounds and Maintenance Team, assist in set-ups for College functions.
- To report immediately any situation or circumstance which could be considered dangerous or an OH&S issue.

PERFORMANCE EXPECTATIONS

- Perform general handyman and maintenance work, as directed by the Facilities Manager, including but not limited to window and door repairs; small plumbing repairs, roof leaks; general repairs; patching and painting of walls; repairing cupboards, furniture and lockers; replacing of light globes/bulbs, delivery of furniture and equipment.
- Perform general gardening practices, as directed by the Facilities Manager, including but not limited to mowing, mulching, fertilising lawns and ovals (under supervision), weeding, sweeping and soft landscaping.
- Assist trades involved in building maintenance works, including carpentry, metal, electrical, plumbing, paving and painting.
- Conduct checks/inspections in accordance with the College's building regulations requirements, as directed by the Facilities Manager.
- Cleaning of external buildings and other areas as required. Monitor brickwork, entrances, paths and steps and remove excessive spoilage, using blower vac, high pressure water hose etc.; remove cobwebs; ensure drains, roofs and gutters are clear of obstructions. Removal of graffiti and general cleaning duties as required.



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- Preventative maintenance including but not limited to maintaining & servicing tools and equipment in a safe and clean manner, including the electrical vehicles, cleaning spillages.
- Maintain a strong OH & S focus, including reporting any faults, hazards or incidents; participating in relevant training and induction sessions; adhering to appropriate OH & S standards and procedures; and taking reasonable care for your own and your colleagues' health and safety.
- Maintain the Grounds and Maintenance utility vehicle, including fuelling and cleaning as required. Maintain the College mini-bus as required, including daily checks, fuelling and cleaning in accordance with legislative requirements.
- Deliver sick or hurt children to the Wellness Centre as required.
- Assist in the set ups for College functions as required.
- Install and remove College off-site promotional banners used for College tours and other events, as required.
- Transport and retrieve documents and other items to/from the College's off-site storage facility.
- Assist in traffic management, including events and directing emergency vehicles on site.
- Assist in the implementation of emergency management procedures, as directed by the Principal, Chief Financial Officer, and the Facilities Manager, and in accordance with the College's Emergency Management Plan.
- Maintain an efficient delivery service, including performing daily checks of the Reception area, sub-school Secretaries, Marketing Office and Canteen as required.
- Keep photocopiers stocked and maintain supplies by informing Reception of low paper supplies. Collect and dispense copier paper when required.
- Removal of graffiti and general cleaning duties as required.
- Emptying of schoolyard rubbish bins, removal of cleaners rubbish as required.
- Locate wasp/bees nests, report and secure area.
- Catering deliveries.
- Undertake any other grounds and maintenance duties as directed by the Facilities Manager.

Child Safety

- Provide a safe and welcoming environment for all Billanook students and any young people who visit Billanook to engage in College approved activities.
- Promote the safety and wellbeing of children and young people to whom Billanook College provides services.
- Ensure that all interactions with students are positive and safe.
- Provide adequate care and supervision of all students, not only on the campus but whenever students are involved in Billanook College approved activities.
- Act as a positive role model at all times for students.
- Be aware and observant of key indicators of child abuse, neglect and harm with your students.
- Listen and respond to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer. Follow the College guidelines *Responding to Concerns about Child Abuse, Harm and Safety (available on MyConnect)*.
- Maintain valid VIT or WWCC (Employee) documentation.



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- Report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment.
- Participate in Child Safety and Wellbeing training.

Occupational Health and Safety

- Participate in OHS related training.
- Adhere to Billanook College's OHS policies and procedures.
- Comply with instructions given for the health and safety of themselves and of others and adhere to safe work procedures.
- Actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards.
- Report all hazards, injuries, incidents and near misses via *Complispace* and to the Chair of the OHS Committee.
- Assist with workplace inspections.
- Co-operate with management in its fulfilment of its OHS legislative objectives.
- Take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation.

KEY SELECTION CRITERIA

- Supportive of the values of Billanook College and Independent School education.
- Fit and able to work outdoors.
- Demonstrated handyman and manual handling skills.
- Qualifications in a trade are preferable.
- Able to operate and maintain machinery.
- Able to work at heights, in accordance with College safety protocols.
- Able to work effectively with minimal supervision.
- Able to relate to people of all ages.
- Current driver's licence maintained.
- Ability to work as part of a team.
- Sound understanding of the Child Safe Standards and other mandatory reporting requirements as they apply to Victorian Schools, and a strong commitment to providing a child safe environment at all times.
- Commitment to the College's Child Safety Policy and Code of Conduct.
- Current Working with Children and Criminal Record Checks.

TERMS AND CONDITIONS

This is a full-time, ongoing position, Monday to Friday. Annual leave entitlement is 5 weeks per year. A degree of flexibility is essential with the applicant required to be available to work after hours and/or on weekends, depending on College events.

The terms and conditions of employment are set out in the *Billanook College (Educational Services Staff) Enterprise Agreement 2023* and the *Educational Services (Schools) General Staff Award 2020*. As such, the position is classified at Grade 2 level which equates to \$68,657 from 1 January 2026.



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Billanook College is committed to the safety, wellbeing and inclusion of our students. The College has no tolerance for child abuse and is a child safe employer.

All potential employees and volunteers will be required to comply with the College's Child Safety Policy and Code of Conduct, which are available on our website. Billanook College performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for child related work in a school environment. The screening process includes, but is not limited to, the checking of potential and existing employees' qualifications, identity, references, VIT registration, criminal record and Working with Children checks.

Billanook College is committed to the principles of Equal Opportunity Employment and the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

7 November 2025