

POSITION DESCRIPTION

Position:	Maintenance Handyperson
Reporting to:	Facilities Manager
Department:	Facilities Services
Date:	February 2026

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 demonstrate the school's vision regarding student welfare, public relations, and customer service in all dealings with internal and external clients, organisations, 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 maintain the school campus to a high standard 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 building's 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 setup 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 fertilising the existing turf, lawns, and gardens
- Assist with the cultivation of trees and shrubs and the removal of dead trees
- Assist with the propagation of plants for use in the school and bush areas
- Line mark playing fields as required
- Assist with general grounds maintenance, including blowing and sweeping leaves, minor pruning of plants, and removal of debris.
- 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
- General 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 creating and maintaining a school in which all children are safe from harm and in doing so abides by the 11 child safe standards set down by the Commission for Children and Young People [CCYP | The 11 Child Safe Standards](#)..

At Tintern Grammar we have a zero tolerance for child abuse, racism, and other vilification.

The principles that guide child safety at Tintern Grammar are that:

1. the best interests of the child are paramount.
2. child protection is a shared responsibility of everyone in the School community.
3. all children have a right to feel safe and be safe at school and have equal rights to protection from abuse and neglect.
4. the School will consider the opinions of students and use their opinions to develop child safety policies and procedures; and
5. the School is committed to providing a culturally safe environment in which the diverse and unique identities of Aboriginal children and young people are respected and valued
6. the School is committed to understanding children and young people's diverse

circumstances and providing support and responding to those who are vulnerable, including children with a disability, children from culturally and linguistically diverse backgrounds, those who are unable to live at home, lesbian, gay, bisexual, transgender and intersex children

7. the School will take into account the diversity of all children, (including but not limited to the needs of Aboriginal and Torres Strait Islander children), and children who are vulnerable, and make reasonable efforts to accommodate these matters
8. everyone must also comply with the School's Child Safety Code of Conduct, which sets stringent standards for personal behaviour
9. all children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

OH&S

Employees are responsible for:

- Carry out their duties in a manner which does not adversely affect their own health and safety or that of others
- Cooperate with measures introduced in the interests of workplace health and safety
- Undertake any training provided in relation to 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
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertake only those tasks for which they have authorisation and/or the necessary training and ensure all necessary safety arrangement 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.

Ihave read and acknowledge the requirements of this position.

Signed..... Date.....