



*Presbyterian Ladies' College*

MELBOURNE



## Position Description

<b>Position:</b>	<b>Caretaker / Tradesperson</b>
<b>Position Status:</b>	Full-time, fixed-term
<b>Classification:</b>	Level 5, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
<b>Reports to:</b>	Facilities Manager. All positions in the College ultimately report to the Principal.

## Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



## Context of the Role

The Caretaker / Tradesperson works primarily in the College's Facilities Department, with some involvement with the Grounds Department.

The Facilities Department looks after the structure, maintenance, and safety of the College's buildings, spaces, equipment and fixtures, as well as providing physical support for College events and activities.

The Grounds Department ensures high standards of maintenance, health, appearance, and improvement of the College grounds including lawns, gardens, trees, and related green spaces.

## Position Overview

The Caretaker / Tradesperson plays a pivotal role in the day-to-day operations and maintenance of the College's physical environment, ensuring that facilities and grounds are well maintained, safe, and presentable for students, staff, and visitors. As a key member of the Facilities Team, the Caretaker / Tradesperson assists in a wide range of tasks from construction and general maintenance to supporting setup, pack-down, and resourcing for school events.

Working hours are generally as follows, on a weekly rotational basis:

- Monday to Friday - day shift                      6am to 3pm
- Monday to Friday - evening shift                1pm to 10pm
- Saturday    7am to 4pm

On-call hours are generally as follows:

- Monday to Friday                                      10pm to 6am
- Saturday to Monday                                 4pm to 6am

## Key Responsibilities:

Examples of duties include but are not limited to:

- advanced maintenance work, including the use of trade accredited skills
- recommend capital works and modifications that are within the tradesperson's area of qualification and/or expertise
- supervise the work of contracted service providers to ensure works are performed safely and in accordance with relevant codes and standards
- mentor/supervise junior staff in the performance of a range of construction, maintenance and repair tasks, using precision hand and power tools and equipment
- perform minor plumbing, electrical, painting, and cabinet making
- clean and inspect machinery after each use, reporting any problems to the appropriate manager
- respond to requests for maintenance within agreed timeframes
- assist with the set-up/pack-up for College events and functions, including theatre productions, sporting events, examinations, and community events
- work at heights using ladders, scaffold, or elevated working platforms and in accordance with safe operating procedures
- perform a range of security duties, including locking/unlocking and alarming/dis-arming of the College campus, patrols, alarm responses, emergency procedures
- prepare Job Safety Analysis reports, incident reports, Safe Operating Procedures, and other documentation as required



- assist with the scheduling and prioritisation of work
- grounds maintenance, including emptying of rubbish bins and clearing of litter
- assist with traffic management when required

#### Other Duties

- as directed by the Facilities Manager or Grounds Manager
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

#### Key Relationships:

- Facilities Manager
- Facilities Department
- Grounds Manager
- Grounds Department
- ICT / AV Team
- Administration Support Staff
- External vendors and suppliers

#### Mandatory Qualifications / Registrations / Certifications:

- Construction induction certificate (CPCWHS1001 - 'white card')
- Victorian Driver Licence
- Work Safely at Heights certification
- Elevating Work Platform (EWP) licence
- Current Employee Working With Children Check (WWCC)
- Current certification, or willingness to obtain certification, through PLC-run programs:
  - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
  - Asthma First Aid certificate
  - Anaphylaxis Management certificate
  - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

**Please note:** Staff are required to maintain current certification and compliance training as required

#### Knowledge, Skills and Experience:

- high level of physical fitness to manage the physical demands of the role
- demonstrated experience in the performance of a trade, maintenance, or a related field
- strong understanding of health and safety practices
- basic computer skills, including Microsoft Outlook and Word
- use of maintenance request and job ticketing systems, desirable
- heavy rigid licence, desirable
- experience working within an educational institution or similar environment, desirable

#### Key Attributes:

- proactive with a high level of energy and enthusiasm
- excellent interpersonal skills to build relationships across various Departments
- organised, with strong attention to detail



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- strong work ethic and positive attitude, ready to assist and support others as needed
- the highest standards of safety and discretion
- ability to work autonomously, be reliable, and take initiative
- a team player who can collaborate and work in conjunction with others
- commitment to professional learning and continuous improvement

**All appointments of General Staff are subject to a satisfactory National Police Check, at the expense of the employer.**

**Dr Emma Burgess**

Principal

March 2026

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive*