



Position Title	Maintenance Officer – Ironbark
Department	Ironbark
Reports to	Director of Ironbark
Direct Reports	Students, Parents, Ironbark and wider St Peters Team Member
Overview	<p>The Maintenance Officer works closely within the other Maintenance staff, Director and Deputy Director to ensure the efficient and effective operation of Ironbark. Duties for this role mostly include</p> <ul style="list-style-type: none"> • Performing maintenance duties in order to maintain a safe and supportive work environment / community. • Supporting the Director of Ironbark to continually align the vision of Ironbark to the needs within the broader St Peters community whilst respecting the traditions and heritage. • To deliver quality outdoor education programs at Ironbark that support the philosophy of the Ironbark experience • Lead student activities whilst providing appropriate duty of care, supervision, learning experiences and pastoral care. • Facilitate the creation and maintenance of a safe and supportive community including provision of restorative practices, conflict resolution, first level discipline, etc.
Key Accountabilities	<p>Key focus area: Student Program Delivery</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • lead student groups in the morning and afternoon jobs program • lead student groups in work program activities eg building and vehicle maintenance, construction tasks, farm operations, livestock care and grounds maintenance • lead and /or assist with the weekend activities and supervision of students including general supervision and night / dorm supervision • assist the catering, Cronins pioneering, horse riding, residential and outdoor adventure activities where required / appropriate • contribute to the spiritual life and personal development of students • follow relevant safety policies and procedures <p>Key focus area: Maintenance Responsibilities</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Perform maintenance schedules for all Ironbark facilities, equipment and motor vehicles including farm equipment where appropriate • Liaise with the Director regarding the purchasing, maintenance and disposal of the workshop equipment and hand tools including updating the Ironbark Asset Register. • Carry out maintenance on student residential furnishings and staff accommodation. • Conduct regular visual checks of all buildings including sheds and storage facilities for damage and/or safety issues. • Conduct repair of damage, defects and scheduled replacements in consultation with the Maintenance team and Director.



	<ul style="list-style-type: none"> • In consultation with the Maintenance team and Director, coordinate external contractors to provide maintenance in the above areas including vehicle and machinery servicing, building, electrical and plumbing requirements in accordance with safety regulations. • Assist with property management including livestock feed crops, pasture quality, weed management, fencing, firewood collection, and fire management, etc. • Contribute to the welfare and management of Ironbark's livestock including:- dairy and beef cattle, pigs, sheep, horses and poultry. <p>Key focus area: All employees are responsible for contributing to the College's strategic and operational outcomes and upholding standards of behaviour</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Respect and uphold our Mission of "Excellence in Christian Co-Education" and our Christian Ethos • Demonstrates respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required • Demonstrates four professional behaviours of trust, accountability, unconditional positive regard, open feedback and communication • Uphold Code of Conduct and Valuing Safe Communities standards • Understand and uphold standards in policies and other reasonable directions as directed • Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement • Actively and effectively participates in reasonable directions provided
<p>Selection Criteria</p>	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p>SC1 - Skills and Qualifications</p> <ul style="list-style-type: none"> ○ Desire to work with teenagers and some knowledge of the issues surrounding adolescence and their impact on personal development ○ Experience working with young people either in an education, youth group or volunteer capacity ○ An attitude that demonstrates a willingness to manage groups of students safely and provide experiential learning opportunities in an outdoor education setting ○ Building, carpentry, mechanical knowledge and experience ○ Farming or horticultural knowledge and/or experience. ○ Residential, catering, outdoor adventure or horse-riding knowledge and/or experience (desirable) <p>SC2 - Computer Skills</p> <ul style="list-style-type: none"> ○ Ability to use MSOffice products (Word and Excel skills), Outlook, Synergetic or other similar database packages. <p>SC3 - Communication Skills</p> <ul style="list-style-type: none"> ○ Demonstrated oral, written and listening communication skills ○ Demonstrated ability to work independently and as part of a team



	<ul style="list-style-type: none"> ○ Willingness and capability to develop harmonious professional relationships within a residential team working environment ○ Ability to deal with sensitive issues and information in a confidential manner <p>SC4 - Physical ability</p> <ul style="list-style-type: none"> ○ Possession of a reasonable level of physical fitness to perform the duties of the role including manual labouring tasks e.g. farm chores and gardening, manual handling tasks, assisting outdoor programs and catering duties (a physical assessment may be required in some circumstances). <p>SC5 – Other</p> <ul style="list-style-type: none"> ○ Skills or hobbies that may contribute to further enhance the Ironbark community e.g. chainsaw operator, four-wheel driving, environmental knowledge, photography, musical ability, etc
Hours of Duty	<p><i>Working arrangement: Permanent Part-time</i></p> <ul style="list-style-type: none"> • 76 hours per fortnight • time off in lieu (TOIL) for public holidays and additional hours worked • Flexibility to work weekends, some public holidays, long days and during school holidays.
Terms and Conditions	<p>Classification – Outdoor Education Level 2 or 3 (depending on skills and qualifications)</p> <p>Salary – \$71,661 – \$81,833 (full time)</p> <p>Tenure – Fixed Term Contract, Full-time</p> <p>Terms and Conditions – Please refer to the Queensland Lutheran Schools Single Enterprise Agreement 2024.</p>
Location	<p>Ironbark 318 Back Creek Road CROWS NEST QLD 4355</p>
Professional Behaviours	<p>Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards.</p> <p>All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace.</p> <p>Employees must understand and adhere to the College's Child Protection Policy and Procedures.</p>



Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
Policies & Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<p>Right to work in Australia</p> <p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Other relevant information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
Further Information	<p>Further information about St Peters can be found at www.stpeters.qld.edu.au</p>

May 2026