

Position Details

Maintenance and Facilities Officer

At Strathcona Girls Grammar, we are committed to being a learning community that is Unstoppable Together, advancing the connections that inspire excellence, opportunity and impact for every student, grounded in optimism and the joy that shapes a purposeful life well lived.

Our mission, Empowering Minds, Enriching Community, Transforming the Future, underpins every aspect of school life. We believe that exceptional teaching has the power to transform lives. Through a culture of high expectations, curiosity, innovation and continuous improvement, we empower students to become confident, capable and future - focused learners who are prepared to thrive in an increasingly complex world.

As a leading girls' school, Strathcona also recognises the importance of empowering young women to engage confidently with emerging technologies and to see themselves as future innovators, creators and leaders. Through the integration of digital learning, computational thinking and artificial intelligence across the curriculum, alongside authentic opportunities for innovation, entrepreneurship and interdisciplinary collaboration, the School seeks to ensure that every student is prepared not only to adapt to future change but to help shape it. The CORAL Lab serves as a catalyst for this vision, providing a dynamic environment where students and staff explore new ideas, engage with real -world challenges and develop the confidence and agency to transform learning into meaningful impact.

Strathcona Girls Grammar is a school where the dignity of each person is recognised, respected and fostered. Our school takes an integrated and collaborative approach to building and strengthening safe and respectful school communities which are child safe.

Primary Purpose of the Position

The primary purpose of this position is to deliver a broad range of maintenance and facilities services to ensure the School's buildings, grounds, plant, equipment and infrastructure are maintained in a safe, compliant, functional and well-presented condition.

The position undertakes all core Maintenance & Grounds Officer responsibilities while providing additional support to the Head of Facilities in areas such as administration, contractor coordination, project management and facilities operations. Working closely with the Head of Facilities, the role contributes to the planning, coordination and delivery of maintenance activities and supports the effective day-to-day operation of the school.

The position acts as an escalation point for complex maintenance and repair matters, taking ownership of diagnosing and resolving issues that require a high level of technical expertise and experience, while providing guidance and support where required.

The Maintenance and Facilities Officer also assists in maintaining continuity of operations during periods of leave, absence or increased operational demand. The position is expected to demonstrate initiative, experience and technical expertise, sound judgement and a strong commitment to service delivery, safety and continuous improvement.

Authorised by: Principal
Last reviewed: August 2026

Responsibilities	Outcome
Promote and enable the Strathcona Strategic Vision.	- Observable behaviours and professional practice of all staff at Strathcona. - Strathcona's vision is "To be a learning community that is unstoppable together, advancing the connections that inspire excellence, opportunity and impact, for every student, grounded in optimism and the joy that shapes a purposeful life well lived." - Underpinning this vision are the core values of Courage, Respect, Integrity, Compassion, and Empowerment.
Provide students with a child-safe environment.	- A demonstrated understanding of appropriate behaviour and legal obligations relating to child safety. - Be familiar with and comply with the School's Child-Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety.
To model observable professional behaviour and professional courtesy.	An environment of professional trust, empowerment and learning is fostered.
To support the maintenance and facilities operations.	- Undertake maintenance work across all the school's buildings, grounds, plant and equipment. - Complete and monitor maintenance requests through the school's maintenance management system. - Prioritise maintenance activities based on operational and safety requirements. - Carry out general maintenance, repairs and minor works including carpentry, painting, furniture repairs and other trade-related tasks. - Support the Performing Arts Department in the design and construction of sets and props for theatre productions. - Support the Creative Arts Department in the construction and installation of art displays. - Lock and unlock facilities, gates and buildings as required. - Assist with vehicle fleet servicing, repairs and maintenance. - Ensure School facilities remain physically secure, safe and operational. - Conduct routine inspections of buildings, infrastructure, plant and equipment. - Undertake setup of School events, activities and functions. - Undertake deliveries, mail collection and movement of equipment around the school. - Ensure facilities are maintained to a high standard and are fit for purpose. - Complete other duties as requested by the Head of Facilities.
To ensure gardens and grounds present a safe and welcoming environment.	- Assist with the maintenance of gardens, lawns, ovals, landscaped areas and outdoor facilities. - Undertake blowing, mowing, watering, pruning and weed management as required. - Clear drains and maintain pathways, paved areas and external spaces. - Assist with maintenance and servicing of grounds equipment and machinery. - Ensure grounds and outdoor spaces present a safe and welcoming environment.
To support the Head of Facilities.	Assist in the planning, coordination and delivery of facilities management services including cyclic and preventative maintenance programs.

	• Act as an escalation point for complex maintenance and facilities matters, investigating solutions and coordinating corrective actions. • Assist with office administration such as budgeting, invoicing, policy and essential services documentation and record keeping. • Support the delivery of capital works projects. During periods of leave, absence or when delegated by the Head of Facilities, the Maintenance and Facilities Officer will: • Act as the primary operational contact for the Facilities Department. • Ensure continuity of maintenance, facilities and grounds operations across the school. • Monitor and address operational, compliance and safety risks. • Be the first point of contact for security and safety matters, including monitoring the company phone after hours. • Represent the Facilities Department at meetings where required. • Escalate operational, financial or safety matters to the Business Manager and Senior Leadership Team. • Undertake allocated responsibilities within the School's Emergency Management framework.
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Reporting Relationships

Reports to	Head of Facilities
Associated Relationships:	• Business Manager • Principal • Maintenance and Grounds Team • School Leadership Team • Teaching and Professional Staff • Contractors and Service Providers • Students and Members of the School Community • Other authorities as appropriate

Key Challenges

- Balancing daily maintenance requests, scheduled preventative maintenance and urgent operational issues in a busy school environment.
- Maintaining high standards of presentation, safety and functionality across buildings, grounds, equipment and shared spaces.
- Supporting events, productions and school activities while minimising disruption to teaching, learning and daily operations.
- Managing competing priorities across maintenance, grounds, facilities, contractor support, compliance and administrative tasks.
- Ensuring WHS/OHS, Child Safety, contractor, chemical and emergency management requirements are consistently followed and documented.
- Responding flexibly to changing needs, weather conditions, seasonal grounds requirements and after-hours or on-call demands.

Selection Criteria – Knowledge and Skills

Essential:

- Sound knowledge of building maintenance and repair practices.
- Strong knowledge of workplace health and safety legislation and practices.
- Strong organisational, time management and communication skills.
- Demonstrated ability to prioritise competing demands and work independently.
- Ability to perform manual handling and physically demanding work.
- Strong problem-solving skills and attention to detail.
- Proven ability to work collaboratively within a team environment.

Selection Criteria – Education and Experience

Essential

- Relevant trade qualification (Carpentry, Building, Maintenance or similar).
- Current Victorian Driver Licence.
- Experience in a maintenance, facilities, property or grounds role.
- Experience using power tools, garden equipment and maintenance machinery.
- Experience supervising contractors.
- Current Working with Children Check (or ability to obtain)

Selection Criteria – Advantageous

- Previous experience within an educational environment.
- Experience coordinating maintenance and grounds activities.
- Experience in gardening, landscaping or horticultural maintenance.
- First Aid qualification (or willingness to obtain).

Personal Qualities

- A positive, proactive and service-oriented approach.
- High levels of integrity, professionalism and reliability.
- Flexibility and adaptability in a dynamic school environment.
- Strong interpersonal, communication and relationship-building skills.
- Emotional intelligence and sound judgement.
- Initiative, resilience and the ability to manage multiple and competing demands.
- A commitment to continuous improvement and lifelong learning.
- Strong commitment to teamwork, collaboration and working towards common goals.
- A commitment to the School's values, culture, community and Christian ethos.
- Pride in maintaining high standards of presentation and workmanship.
- Suitability to engage in child-connected work and support a child-safe environment.

Child Safe Standards

The School is committed to ensuring child safety. The School has zero tolerance for child abuse and will treat very seriously all allegation and concerns. In line with this commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse and set up processes to properly respond to allegations of child abuse.