



POSITION DESCRIPTION

Caretaker

POSITION OBJECTIVES

Assist with onsite operations at the College in a safe and presentable manner.

KEY RESPONSIBILITIES

Leadership	<ul style="list-style-type: none"> Contribute to establishing and maintaining a supportive school environment Manage and uphold the St Kevin's image and brand with an emphasis on punctuality, appropriate language, personal appearance and consideration towards others
Caretaker NB: Duties may apply specifically to Morning shift, Evening shift or both	<ul style="list-style-type: none"> Assist staff with movement of deliveries between campuses; <ul style="list-style-type: none"> Internal Mail deliveries across all campuses Grounds and Building services deliveries across all campuses Locking and unlocking of campuses in the mornings and evenings Assist with security breaches in consultation with Business Manager and Property Manager Support the finance team with banking deliveries Traffic Management for morning drop off period and College events Photocopier daily refill Monitor onsite security issues and follow security protocols
Building and maintaining relationships	<ul style="list-style-type: none"> Maintain open communication channels with the Business Manager and the Property Manager. Work collaboratively within a team to assist with College events.
Child Safety	<ul style="list-style-type: none"> 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 Assist in the provision of a child-safe environment for students Demonstrate duty of care to students in relation to their physical and mental wellbeing
General Duties	<ul style="list-style-type: none"> Abide by the EREA Code of Conduct Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal Be available on call during the term break and other 'out of school hours' times for emergency situations that may arise Other duties as directed by the Principal, Business Manager or Property Manager. This may include working across other campuses. The College reserves the right to alter this position description as required to reflect emerging priorities

SELECTION CRITERIA

Commitment to Catholic Education	<ul style="list-style-type: none"> A demonstrated understanding of the ethos of a Catholic school and its mission A demonstrated understanding of the mission and vision of the College
Commitment to Child Safety	<ul style="list-style-type: none"> A demonstrated understanding of child safety A demonstrated understanding of appropriate behaviours when engaging with children

	<ul style="list-style-type: none"> • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • First Aid certificate • Anaphylaxis Awareness training • Drivers licence • Basic computer skills, managing emails, scanning documents <p>Desirable:</p> <ul style="list-style-type: none"> • Experience using a Facilities & Maintenance system to receive and respond to maintenance requests
Skills and Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team with the ability to cultivate credibility, respect and honesty • Presents a professional and positive demeanour and is a solution orientated person • Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility • Proven ability to think creatively • Strong collaboration, conflict resolution, negotiation and persuasion skills • Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities • Ability and willingness to accept policy directives