

WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600

20 College Drive, Narre Warren South Vic 3805
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700



ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Position:	Maintenance Assistant (and Bus Driving)
Campus:	Narre Warren South
Employment Status:	FTE 0.9 – 1.0
Reports Directly To:	Property Manager

Ministry Specifications:

Bus Driving (Term Time only)

- Drive the College bus for regular before and after school runs, from Wantirna South campus to Narre Warren South campus and back
- Ensure the safety of students while they are entering or exiting the bus and during the commute
- Observe and comply with the Victorian Road traffic regulations and safety requirements
- Report delays, or other traffic and transportation situations with the College
- Refuel the College bus, as required

Maintenance of the school vehicles

- Assist with weekly safety checks
- Assist with regular cleaning of vehicles
- Arrange repairs and services as directed

Maintenance of the buildings and grounds

- Maintenance work and grounds work as required
- Regular maintenance schedule for equipment, buildings and grounds
- Oversee working bees - personnel, jobs, equipment
- Cleaning duties and supply ordering
- Security of school

General

- Moving furniture and equipment
- Traffic control
- Other general duties as required
- Assistance with Building Projects, as required
- To actively pursue best practice in the areas of responsibility

Inherent Requirements of the Role

Property Services Staff

- Contribute proactively to a culture of child safety
- Lifting or carrying heavy items (assisted and unassisted)
- Standing tasks requiring twisting and turning
- Extended periods of physical labour
- General Computer use

- Ability and licence to drive College cars
- Occasional travel between campuses
- Working with chemicals
- Bending, kneeling, digging, raking, pruning etc.
- Using manual and electrical tools
- Standing/walking for extended periods
- Using a ladder safely – climbing and working from heights
- Using a ride on and push mower
- Able to work in an outdoor environment and differing weather conditions

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible.

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function
- Working Bees (Saturday mornings as scheduled)

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.