



THE SCOTS COLLEGE

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016-2025

Position Title:	General Hand
Department:	Facilities and Maintenance
Location:	Bellevue Hill
Reports to:	Manager of Facilities and Maintenance, Facilities supervisor and ultimately reports to the Principal
Functional Relationships:	This role will be required to work closely with the Facilities and Maintenance Manager, Director of Operations and the Principle
Date Position Description Approved:	11 October 2022

Primary purpose of this role

The College General Hand provides support for the Facilities Maintenance Team requirements for the whole College. The General Hand's role is responsible for maintaining a high-quality level of readiness for the College's campuses. The General Hand will be responsible for general duties, including scheduled and or reactive maintenance, set up and pack down of events, including working with the Gardeners from time to time. The General Hand will also arrange the supply and purchasing of the upkeep of tools and supervise onsite contractors to ensure work is conducted in a safe and timely manner.

Duties and Responsibilities:

- To ensure the safe operation and upkeep of all sites
- Open and Close up College buildings across multi campuses, turn off HVAC systems and ensure windows and doors are secure.
- Keep all grounds tidy and weed free, ensure inside and outside of buildings are well presentable
- Conduct minor repairs, various regular cleaning duties, move desks, chairs, boxes, change light bulbs etc.
- Inspect buildings ensuring the buildings are safe and tidy doing regular checks of high traffic areas such as toilets, assembly areas and fire exits.
- Inspect contractor's work when needed to ensure work has been completed on time and to the college standards.
- Working as part of a team and on your own initiative is essential.
- Work, Health and Safety awareness and knowledge are also essential

- The General Hand's role must be able to occasionally stay back after hours to finish tasks.
- The General Hand must be able to travel to other College campuses' locations and occasionally, may be required to stay overnight.
- Maintain all equipment and machinery in excellent condition
- Ensure vehicles and equipment used by the facilities team are regularly cleaned and maintained in accordance with routine operating requirements to ensure optimum efficiency
- Record all defects and incidents as required
- Respond to emergencies e.g. fire alarms, and weather damage during operational hours.

Performance Review Conditions

The appointee to the position of General Hand will be required to participate in the annual Performance Review Program. An external Performance Review will be conducted at the request of the Principal.

Special Requirements

The nature of this position is such that the General Hand is required to be available outside the 'normal' school hours, is required to participate fully in the life of the school, to attend meetings and make presentations when necessary.

The General Hand will, from time to time, be asked to take on extra duties that are assigned by the Principal.