



GEELONG GRAMMAR SCHOOL®
EXCEPTIONAL EDUCATION

POSITION DESCRIPTION

POSITION:	Maintenance Carpenter and Joiner
DEPARTMENT/CAMPUS:	Facilities / Corio
DATE PREPARED:	October 2024
REPORTS TO:	Responsive Maintenance Team Leader

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

ABOUT THE FACILITIES DEPARTMENT

The Facilities Department at Corio campus is responsible for maintaining, servicing and developing the physical amenities of the campus. It carries out a range of functions including building and services maintenance, grounds maintenance and development, waste removal and traffic management.

POSITION OBJECTIVES

The primary objective of the Maintenance Carpenter and Joiner is to work as part of a multidisciplinary team of skilled trades, support staff and external contractors in ensuring that buildings and assets are maintained to highest standards and in compliance with relevant Codes of Practice, Occupational Health and Safety (OH&S) regulations and policies.

KEY RESPONSIBILITIES

The Maintenance Carpenter and Joiner is responsible for:

- Maintaining buildings and assets through the use of hand tools and workshop machinery; to repair, duplicate or manufacture various joinery products such as windows, doors, furniture and cabinetry as required. To make minor repairs to plaster walls and other surfaces as well as maintaining workshop machinery.
- Supporting the Facilities and Events Coordinator in the successful delivery of regular events and set-ups throughout the Campus. Setting up and dismantling infrastructure such as staging, whiteboards and furniture. Maintain and deliver BBQs and re-fill gas bottles.
- The inspection of buildings and assets to identify faults and make repairs as well as installing or repairing Holland blinds, doors furniture, drawer runners and other hardware.
- The provision of advice to and regular consultation on building and asset maintenance with the Responsive Maintenance Supervisor, Responsive Maintenance Team Leader and relevant GGS staff. Regularly reporting on progress, ensuring compliance requirements are achieved and work is completed to a high standard and within reasonable budget and time constraints.
- Liaising with and supporting other members of the multidisciplinary team. Undertake task estimating and the occasional coordination of relevant work with external support (contractors).
- Competently utilising the department's facilities management software in the management of work flow, time, procurement and hazard control.
- Assisting to review and continuously improve operational processes including OHS. Ensuring the effective and efficient implementation of these processes and a high level of responsiveness.
- Developing effective working relationships by ensuring a customer focused service when working closely with the stakeholders, management, various departments of the School and the School's catering and cleaning contractors.
- Ensure that all procurement requirements adhere to the financial and procurement protocols and processes of the School.
- Be available to undertake occasional after hours (overtime) work in emergency, urgent situations or events.

ORGANISATIONAL RELATIONSHIPS

The Maintenance Carpenter and Joiner reports to the Responsive Maintenance Team Leader and has a close working relationship with the following personnel:

Internal Liaisons

Corio Facilities Staff
Corio Management and other staff
Residents of the Corio campus
Bostock House Management and Staff
Catering and Cleaning Services staff (on site)

External liaisons

Relevant Contractors
Consultants and Suppliers
Local Authorities
Government Agencies
Avalon College Staff

KEY SELECTION CRITERIA

The Maintenance Carpenter and Joiner requires the following qualifications and experience.

- Demonstrated relevant industry-based experience and qualifications (trade qualification or post trade qualifications) in Carpentry and/or Joinery.
- Relevant experience and the ability to work as part of a multidisciplinary team and on occasion to coordinate the work of a small team.
- Demonstrated understanding of and experience ensuring compliance with relevant BCA and OH&S regulations and practices with the facilities maintenance and/or construction industry.
- Well-developed interpersonal and communication skills with a proven ability to create and deliver a customer focused environment.
- Excellent organisational, administrative and time management skills, including the ability to set priorities and work independently in a multi-task environment within associated timelines.
- Proficiency with the Microsoft Office Suite of programs.
- The ability from an OH&S perspective to fulfil the physical requirements inherent within the role.
- A current driver's license.

Desirable:

- A license to perform high risk work (work platform, forklift).

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- Attendance at School events outside of usual work hours may be required (for example Staff Conference dinner).
- Work on public holidays within Term time may be required on occasion.

OUR COMMITMENT TO STUDENT SAFEGUARDING:

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All new members of staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.