

Maintenance and Operations Officer

**Permanent
Full time
Commencing as soon as possible**

LOWTHER HALL

Lowther Hall is an inclusive school for girls from Kindergarten to Year 12, committed to excellence for all. Situated in Essendon, it is the only Anglican independent school for girls in the area. The School has a maximum enrolment of 800, a size which enables each girl to be known as an individual. Lowther Hall is a learning community in which staff and students work together to achieve shared goals of improvement and innovation.

POSITION DESCRIPTION

This position plays a key role in the Maintenance and Operations Team. The primary purpose of this role is to provide support for the smooth running of school operations and general facilities maintenance. The specific duties of the role include:

- Provide assistance with deliveries, set up and pack up of school activities and events
- Liaise with School Events and Operations Coordinator, monitor school calendar and property communications for events scheduling and maintenance requests
- Assist with operational requirements for events including setting up and maintaining performance of Audio Visual equipment
- Alert the Facilities Manager to any repairs, maintenance or safety issues
- Maintain the grounds, outdoor facilities and outdoor equipment to a high standard of cleanliness and presentation including care of all lawns, garden beds, paths, car parks, driveways and play spaces
- Maintain all equipment to a high standard
- Maintain internal common areas and the external stairs and roof garden at a high standard of cleanliness
- Complete any emergency cleaning
- Operate machinery and tools in accordance with manufacturer's safety guidelines
- Comply with all school policies including all workplace health and safety instructions / guidelines
- Carry out duties so as to minimise disruption to school activities
- Complete all necessary written records and requests
- Where required, provide after-hours support for school events and activities
- Receipt and distribution of deliveries
- Perform handyman and grounds maintenance of any Lowther Hall facility
- Empty the bins and prepare for rubbish collection
- Provide back up for activities with safety risks
- Store and maintain sports equipment
- Lock up external doors and gates
- Attend Property Department communications meetings
- Perform other duties as requested



Support of the School's values is essential.

SELECTION CRITERIA

Applicants should provide a statement of no more than 300 words which outlines the ways in which they fulfil the following criteria:

1. Previous experience in a similar role (School based experience desirable)
2. Relevant skills and qualifications (trade qualification an advantage)
3. Excellent customer service skills
4. Sensitivity to the diverse needs of our School community
5. Ability to work effectively in teams
6. Excellent organisational, administrative and presentation skills
7. An understanding of the Lowther Hall context and requirements for ensuring child safety

APPLICATIONS

Applicants for this position, Maintenance and Operations Officer, should include in their application the following information:

1. Full name
2. Residential/Postal address, email and phone contact details
3. Religious affiliation (optional)
4. Evidence of educational or trade qualifications
5. Previous work history
6. A statement of no more than 300 words addressing the selection criteria
7. A colour photocopy of WWC registration card
8. The names, addresses and telephone numbers of three professional referees from whom confidential information may be sought.

Applications close at 9:00am on Monday, 19 November 2018. **They should be emailed to employment@lowtherhall.vic.edu.au and addressed to the principal.**

