



FINTONA

GENERAL MAINTENANCE OFFICER

Reports to: Property & Services Manager

Department: General Staff

Responsible to: Business Manager/Principal

Member: Maintenance Team

Time Fraction: approx. 0.8FTE

"Fintona is a school dedicated to the education of young women, encouraging girls to think for themselves and to have concern for others"

Annie Hughston, Founding Principal, 1896 - 1935

ABOUT US

Fintona is an independent, non-selective, non-denominational day school renowned for its distinct and challenging approach to academic excellence. Fintona celebrates learning across a wealth of disciplines and encourages its students to move beyond their comfort zone to become fearless and adaptable leaders in their chosen field. Our students are connected to their school community, have respect for self and others and are compassionate and principled.

Inspired by strong leadership and exceptional teachers; engaged and eager to learn through broad-based rigorous education programs, a Fintona girl will find the confidence to achieve her highest academic and personal aspirations, whatever they may be.

Situated in Balwyn, an inner eastern suburb of Melbourne, the School caters for girls in Prep to Year 12 and offers a co-educational Early Learning program. The current enrolment is approximately 580 students from ELC to Year 12, with major entry points being 3-year old kinder, Year 5 and Year 7.

Our staff of around 140 and our students enjoy magnificent grounds and facilities and are happy, supported, and proud of their school, its reputation, and its traditions.

OUR HISTORY

With a rich history dating back to 1896, we are always mindful of the contribution of those who have gone before us. Miss Annie Hughston, our founding Headmistress, and Miss Margaret Cunningham, our second Headmistress, more than anyone else, positioned Fintona for the modern era.

These remarkable women left a legacy that still endures – the unwavering commitment to an outstanding education for girls in a small school environment.

Today, we honour the commitment and passion of all who have helped shape Fintona. We take pride in getting to know and nurturing every girl so that she can unearth her own version of extraordinary.

Our School motto maintains its driving force today: Age Quod Agis – do what you do well.

GOVERNANCE

The School consists of two legal entities: Fintona - a school limited by guarantee, and Tourmont Incorporated – which acts as a Trustee for the Fund, a Public Charitable Trust established to provide support and assistance to Fintona Girls' School. The Business Manager is secretary to both entities.

The School's Board of Management includes Alumni and parents, past and present. The School Board determines the overall policy for the School and devolves its day-to-day leadership and management to the Principal and the Staff Leadership team. The Business Manager is appointed, by the Principal and a sub-committee of the Board. In all day-to-day matters the Business Manager reports directly to the Principal.

ADMINISTRATION

The members of School Leadership are the Principal, Business Manager, HR Manager, Head of Senior School, Head of Middle School, Head of Junior Campus, and Deputy Principal / Head of Learning, Teaching & Development.

This group work together to set School policy, lead staff in meeting the goals of the School's Strategic Plan and manage the day-to-day operation of the School.

POSITION OVERVIEW

This position is responsible for conducting daily maintenance and carpentry services and inspections of buildings and areas ensuring all systems are operational and safe for students, staff and visitors in the School. This hands on position also assists with general repairs, goods movement and set ups for assemblies and other functions.

KEY RESPONSIBILITIES

GENERAL MAINTENANCE

- Perform basic carpentry, plumbing and electrical tasks and repairs
- Perform basic plastering tasks
- Perform internal and external surface preparation and painting tasks
- Maintain and repair locks and door hardware
- Review maintenance email to ensure requests for services are performed promptly in liaison with the Property & Services Manager
- Assist with set up for assemblies, music rehearsals and functions on and off site
- Distribute deliveries
- Repair roofing and guttering as required
- Maintain tools and equipment in good working order
- Complete general repairs and maintenance tasks
- Where in possession of a trade qualification, tasks will be performed to a trade standard

GROUNDS MAINTENANCE

- Daily cleaning and sweeping of general areas
- Mark lines for sport

OTHER

- Unlock the School site and disarm alarm by 7:30am on school days in conjunction with other maintenance staff
- Collect and deliver lunch orders for ELC & Junior School from the Tuckshop
- Liaise with the Property & Services Manager to co-ordinate and assist trades people as required
- Complete holiday maintenance projects as directed
- Ensure all work by external tradespeople and contractors is carried out in a safe manner to protect themselves and all school personnel in accordance with OHS guidelines

GENERAL

- Provide a child safe environment

- Participate in mandatory training and comply with strategies to provide workplace safety (e.g. child safety, occupational, health and safety, equal employment)
- Declare information which may impede your suitability to work with children and/or young people
- The Business Manager or Principal may allocate other duties relevant to the position in accordance with the School's requirements

This Position Description is neither an exclusive or exhaustive list of duties and responsibilities. Fintona Girls' School reserves the right to vary this position description to meet the changing needs of the School.

KEY RELATIONSHIPS

INTERNAL

- Property and Services Manager
- Business Manager
- Principal
- Heads of School
- Property and Maintenance team members
- Staff
- Students and parents

EXTERNAL

- Contractors
- Suppliers

POSITION REQUIREMENTS

KNOWLEDGE AND SKILLS

- Good oral and written communication skills with a range of people including students, contractors and staff
- Proven experience in carpentry, electrical, plumbing and general maintenance duties
- Proven ability to work well within a team to deliver the required tasks in a time critical environment and to share ideas and opinions
- Proven ability to take direction as required
- Able to use MS Outlook and Calendar
- Able to document messages and communicate them in a timely fashion
- Possess tidy work habits
- Provide timely responses to requests and act in an efficient and effective manner

- Understand how the position contributes to the overall operation and best interests of the School
- This position requires wearing a partial uniform
- Able to use power tools and maintenance equipment safely

INHERENT REQUIREMENTS

- Ability to lift, pull, push or carry light, medium and heavy objects
- Ability to kneel and squat
- Ability to work at heights
- Ability to grasp, move or assemble objects
- Ability to work outside in hot and cold weather

PERSONAL QUALITIES AND CHARACTERISTICS

- Proactive person with excellent organisational, administrative and time management skills
- Possess high level interpersonal skills and the proven ability to build trust, rapport and harmonious and cooperative working relationships at all levels and with all stakeholders
- Highly developed social and emotional intelligence that supports the ability to be flexible and sensitive when working with diverse personalities and changing situations
- Excellent personal presentation and work ethic
- Demonstrated capacity to be a strategic, fair minded professional
- Proven ability to work collaboratively in a similar environment

EXPECTATIONS OF STAFF

- Treat each other (staff, parents and students) with courtesy and respect
- Respect the right of others to learn/work without distraction or disruption
- Take responsibility for their own actions, progress and development
- Proactive in maintaining a safe and clean school environment
- Respect the property of the School and others

GENERAL

- Uphold the ethos and values of the School
- Contribute to and support the strategic directions of the School
- Willing to work additional hours on occasion
- Support all Fintona policies and follow all School procedures
- Strong desire to work in a highly regarded independent girls' school and have an understanding of the importance of this role in facilitating the provision of an outstanding education for the girls at Fintona

QUALIFICATIONS / CHECKS

- Working with Children Check
- Police Check (within 3 months old)
- Relevant trade qualification in carpentry, electrical or related trade (desirable)
- OHS Construction Induction/White Card (desirable)
- Experience in a similar role in a School or other environment will be highly regarded
- Experience in maintaining buildings and facilities
- Competence in the safe use of hand/power tools and gardening equipment
- Current Anaphylaxis certification
- Current CPR certification
- Current First Aid certification
- Drivers Licence

WORKPLACE HEALTH AND SAFETY

Employees are responsible and accountable for:

- supporting their health and safety, and that of others, by undertaking their duties in a manner that is positive, proactive and sustainable;
- active participation in events and training that support workplace health and safety;
- compliance with workplace policies and procedures for risk identification, risk assessment and risk control;
- the identification and timely reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace; and
- correct utilisation of appropriate PPE.

CHILD SAFE STANDARDS

Fintona Girls' School is committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- be familiar with, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- be in possession of a current and valid Working with Children Check;
- respond according to the School's policies and procedures when interacting with children and young people, taking all allegations and concerns very seriously;
- demonstrate a duty of care to students; and
- be committed to providing a safe environment for all children and young people, promoting physical, emotional and cultural safety.

DECLARATION

I, _____ (full name) acknowledge that:

- I have read and understand the General Maintenance Officer Position Description;
- I understand that it is an expectation of all staff at Fintona Girls' School that they will embrace the School Goals, particularly in regard to the School's ethos, values and traditions and the continued development of a culture of improvement and commitment to excellence, in all that they do;
- my behaviours and actions will reflect the ethos and values of the School and will place the needs of the school at the centre;
- this Position Description is neither an exclusive or exhaustive list of duties and responsibilities and is subject to review and modification by the Business Manager/Principal in accordance with the changing needs of the School;
- while the primary responsibilities are articulated, it is expected that I will engage with the wider school community and in School events and activities, playing an ambassadorial role as a representative of the School; and
- this Position Description provides a framework for professional review that will be reviewed prior to the first six months and from time to time.

Employee Name (print in full): _____

Employee Signature: _____

Date: _____