



THE KING DAVID SCHOOL

POSITION DESCRIPTION

Maintenance Officer

POSITION	Maintenance Officer
RESPONSIBLE TO	Head of Maintenance
EMPLOYMENT TERMS	• Employment is in accordance with terms and conditions as outlined in the Educational Services (Schools) General Staff Award 2020 and The King David School Agreement 2023 - 2025 • Remuneration is in accordance with the Educational Services (Schools) General Staff Award 2020 and dependent on skills and experience
PREPARED BY	Human Resources Manager
ISSUE: 01	DATE: February 2025

All staff members of The King David School are expected to support and promote the School's mission. The King David School exists to provide both excellence and opportunity in education from infancy to year 12. It will foster the development of each individual student in its care paying careful attention and respect to their unique needs, abilities and aspirations. It will fulfill its goals with reference and respect to the contemporary Australian society within which it is so fortunate to exist.

The School has a universal expectation for the protection of the young people in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. The School has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The School has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Position Objective

- To provide maintenance and repairs of a non-trades nature
- Report and advise on required maintenance
- Ensure tradespeople attend site and complete required work in timely and efficient fashion
- Provide janitorial services
- Mail delivery
- Assist in the preparation of regular reports and budgets



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Duties & Responsibilities

1. Minor Maintenance and Repairs

- To provide general maintenance of a non-trades nature under the instruction of the Head of Maintenance
- All works should be undertaken in a timely and efficient manner, ensuring the safe operations of the schools and work environment at all times

2. Report & Advise

- To promptly report on maintenance which is beyond the scope of the position such as tree safety, condition of fences, engineering issues , air conditioning or heating repairs, plumbing or electrical , glass repairs, etc.

3. Janitorial

The position shall complement and support the cleaning contractor and staff at the school by:

- Ensuring the restocking and delivery of Consumables, Chemicals, Paper
- Undertaking the Waste / recycling management at the relevant site
- Furniture removal relocation both within school term and during non-term time
- Associated major furniture and equipment moves at end of year and exam time

4. Other Duties

Included but not limited to:

- As the School's operation is conducted on more than one campus you will be required to complete your duties at more than one location
- At all times ensure that any campus is secure

5. Understanding of OH&S

- Staff are required at all times to operate within a safe environment, ensuring safety standards are in place
- Staff are required to undertake the appropriate isolation and tagging of unsafe machinery and situations
- The School will continue to implement an improved standard of O H & S and the staff are required to actively develop and support this program



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6. Hazard Reporting

- Staff must report any hazardous situation. Furthermore, staff will ensure that there is the correct management of the situation prior to repair and /or isolation of the affected area

7. Working at Heights

- The School procedure requires that no work over 2 metres is undertaken by school staff
- Areas should be isolated with barrier tape etc. until contract staff arrive

8. Personal Protective Equipment

- The School shall issue personal protective equipment (PPE) and wet weather gear, which at all times remains the property of The King David School
- The staff have a responsibility for the general upkeep of all school maintenance equipment and tools, and PPE
- Staff are required to account for PPE at least every 3 months, and to report the failure of tools and equipment etc.

9. Record Keeping

- The Maintenance Portal forms a logical work record of accountability for the hours spent, that the work is completed, and may be a record required by law to ensure the safe operation of the site
- Upon completion, add any relevant comments and mark the job as completed on the Maintenance Portal

10. Performance Measures

- An annual review of performance will be undertaken

11. General Accountabilities for all Staff

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Be well informed and comply with the School's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the School's professional dress code
- d. Attend all relevant staff meetings, assemblies, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Commit to and actively support the School's agenda for continuous improvement through participation in school improvement planning as required
- g. Support the Mission, Vision and Values of the School
- h. Be familiar with and comply with all School policies and procedures
- i. All other duties as assigned by the Principal



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Prerequisites

- Working with Children Check required prior to commencement
- Current Victorian Drivers Licenc
- Safe driving record
- Permanent residency with excellent communication skills
- Pleasant manner in dealings with students, staff and/or parents

Key Performance Criteria

These criteria will be a major part of the annual performance review:

KPI 1	Attending to work requests in a timely manner
KPI 2	Working within the team to ensure an effective outcome for up to date maintenance
KPI3	Reporting regularly to the Head of Maintenance

Please sign below to confirm that you have read and understood the Position Description above:

Signature

Date