



POSITION DESCRIPTION

POSITION:	Maintenance Supervisor
KEY RELATIONSHIPS:	This position reports to the Property Manager. All positions at the School ultimately report to the Principal.
POSITION STATUS:	Full-time, Ongoing (inclusive of 4 weeks' Annual Leave p.a.)
PRIMARY FOCUS:	The Maintenance Supervisor is responsible for performing hands-on maintenance tasks throughout the School and for ensuring that Camberwell Girls Grammar School's property and grounds are maintained to a high standard. The role also acts as a 2IC to the Property Manager.
DOCUMENT DATE:	April 2023

CAMBERWELL GIRLS GRAMMAR SCHOOL – A Community Dedicated to Learning, Action and Service

Our Vision

A leader and innovator in education, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission

A Christian school in the Anglican tradition, inspiring students in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Key Areas of Focus

- Learning Designed for All
- Our Community
- Our Expert Workforce

Our Motto

'Utilis in Ministerium' (Useful in Service)

COMMITMENT TO CHILD SAFETY

Camberwell Girls Grammar School (CGGS) is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by CGGS has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review

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STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety Ministerial Order No 1359 – “Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises”. The CGGS Child Safety Commitment is incorporated into the school’s employment cycle from recruitment and reference checking to induction, probationary and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety and Wellbeing Policy, Community Code of Conduct (includes Child Safety), Child Safety Mandatory Response and Reporting Policy being read, understood and adhered to.

CHILD SAFETY EXPECTATIONS FOR STAFF

All staff at CGGS must ensure that at all times their students have a child safe learning environment. Every interaction that a staff member has with a student must be conducted with child safe standards in mind and with an understanding of the CGGS child safe policies and procedures. This relates to all student interactions onsite, offsite or online, and in all programs including excursions, events, camps and parent involvement activities.

THE ROLE

The Maintenance Supervisor is responsible for providing maintenance support to the Property Manager across a broad range of tasks, including but not limited to event set-ups, relocation of furniture and equipment, minor repairs and rubbish removal. This position also acts as a 2IC to the Property Manager, providing day-to-day guidance to the team and managing the team during periods of leave and when the Property Manager is not on site.

KEY INTERNAL CONNECTIONS

Reporting directly to

- Property Manager

Associated Relationships

- Chief Financial & Operating Officer
- Professional Services Team
- School Management Team
- Junior and Senior School Teaching Staff

KEY EXTERNAL CONNECTIONS

- Contractors
- Suppliers

KEY DUTIES & RESPONSIBILITIES

1. Maintenance

Provide support and assistance across a range of building and property maintenance activities, as directed by the Property Manager, including but not limited to:

- Completion of routine maintenance tasks
- OH&S tasks and checks
- Repair and maintenance of equipment / goods
- Collection, transportation and storage of furniture, equipment, building materials and archival records.
- Distribution of deliveries in a timely manner
- Function set ups (e.g. exams, open days and various functions)
- Sporting set ups for sports or field days
- Cleaning duties, as required
- Manual labour
- Assisting trades people as and when required
- Assisting with building and furniture construction, as required



- Undertake maintenance duties as determined by the online reporting function
- Work co-operatively with contractors. This includes building works, essential services, painting, canteen, gardening, pest control, telecommunications and cleaning service providers.
- Ensure all occupational health and safety matters are promptly addressed and reported to ensure safety and welfare of all staff and students.

2. Team leadership

- Deputise the Property Manager
- Provide day-to-day operational guidance and direction to the Maintenance team
- Assist with job planning, prioritisation and scheduling
- Be a point of contact for internal enquiries
- Assist with the management of external contractors, including on site induction prior to work being undertaken
- Assist with the oversight of small construction, refurbishment and maintenance projects

3. Other duties as appropriate to the position

- There may be occasions where the Maintenance Officer will be required to complete tasks in addition to those listed above. This may require flexibility of hours to accommodate working across both School campuses evening and weekend events.
- Attend staff meetings as scheduled each term
- All other duties and responsibilities as set out in the CGGS Staff Handbook
- Participate in the School annual performance review process annually in order to continuously improve knowledge and practice

4. Health & Safety

The Maintenance Supervisor is expected to:

- Work in a safe manner to eliminate any risk to self, other staff, students, and visitors to CGGS
- Safely use plant and personal protective equipment provided.
- Practice safe manual handling practices, asking for assistance when necessary.
- Ensure Safety Data Sheet (SDS) Registers are adequately maintained
- Assist in the development of Safe Work Method Statement (SWMS) and Risk Assessments as required

Additionally, all staff are expected to:

- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Monitor and take full care of the health and safety of others within area of responsibility
- Participate when required in the resolution of safety issues

KEY PERSONAL ATTRIBUTES

- Professional, strong and effective communication skills
- Be computer literate and be able to use email, word processing and spreadsheet programs
- Able to interact proactively with staff at all levels including management
- Conceptual, analytical and problem-solving skills
- Well-developed organisational and administrative skills, including strong attention to detail, demonstrated ability to set priorities and meet deadlines
- Demonstrated effectiveness in contributing to a small team, including the ability to review and improve workplace practices
- Proactive, self-starting, able to initiate action and influence events
- Adaptable and receptive to new ideas, not bound by old ways of operating



QUALIFICATIONS

- Essential Criteria:**
- Trade background and/or trade qualification
 - Knowledge of minor maintenance and grounds maintenance
 - Current Working with Children Clearance
 - Current National Criminal History Police Check
- Desirable Criteria:**
- Experience working in an educational environment will be highly regarded
 - First Aid qualification

PROFESSIONAL EXPECTATIONS

- Demonstrate commitment to Ministerial Order No. 1359 – Implementing the Child Safe Standards, and CGGS Code of Conduct
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Meet expectations as set out in the CGGS Staff Handbook
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Participate in OHS training as required
- Fully vaccinated (boosted) against COVID-19

WHY WORK AT CAMBERWELL GIRLS GRAMMAR SCHOOL?

Camberwell Girls offers opportunities for every student to be the creator of high-quality work, in an environment focused firmly on the future. Through academic excellence, we pride ourselves on being innovative as well as providing the following benefits to all staff:

- Staff wellbeing focus and fun social activities
- Salaries and packages above Award-level
- Active Professional Learning & Development programs
- Paid Discretionary Leave
- Additional paid Personal/carer's Leave
- Employee Assistance Program available for all staff and their immediate household members

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.