



POSITION DESCRIPTION

POSITION: Facilities Officer STATUS: Term Time
REPORTS TO: The School Principal or Nominee DATE: 6th January 2020
CLASSIFICATION: Level 1 SCHOOL/COLLEGE: St Joseph's
EMPLOYEE NAME:

Purpose of Position:

Contribute to the effective and efficient operation and environment of the school by providing a high level of maintenance and development of the school's grounds.

Ensure that a high standard of safe playing areas is maintained and ensure that all duties are completed to an acceptable standard as determined by the supervisor and administration.

Typical Duties:

- Practice confidentiality in relation to all aspects of the role.
- Mowing, trimming and fertilising lawns and turf areas.
- Repairing and maintaining irrigation systems.
- Weeding, planting and fertilising gardens.
- Maintaining grounds equipment.
- Commitment to sustainability
- Checking and adjusting security lighting.
- Assisting with minor building maintenance as directed.
- Support contractors requiring access to school property or buildings
- Carry out minor repairs to school property and equipment including:
 - Replacing tap washers
 - Repairing leaking toilets
 - Repairing windows
 - Painting blackboards
 - Repairing desks and chairs
 - Basic painting as directed
- Assist with marking sporting fields and grounds.
- Assist with the setup and dismantling of tents and equipment related to school functions.
- Assess equipment to determine if minor repairs are required.
- Ability to work with minimal supervision
- Ability to prioritise

Mandatory qualifications and requirements:

- An understanding of and a commitment to the ethos of Catholic Education, a Working With Children Check (WWCC) and eligibility for a Suitability Notice is required.
- Undertake Student Protection Training
- Undertake Workplace Health and Safety Training

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)	Signature	Date
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