



# ST GEORGE CHRISTIAN SCHOOL

## JOB DESCRIPTION

St George Christian School (SGCS) is a K-12 Co-educational School with a reputation for strong academic outcomes, intentional pastoral care and a disciplined and warm environment. Our devoted staff, strive to make a positive difference in the life of their students.

SGCS is a dynamic learning community encouraging the development of students' personal character and gifts, whilst experiencing joy in learning and excellence in teaching in a supportive K-12 co-educational Christian environment.

## Maintenance Officer

### Permanent Full Time

SGCS requires all staff members to meet the school's requirements of being a committed, evangelical Christian who regularly attends a church and is in full agreement with the [SGCS Statement of Faith](#).

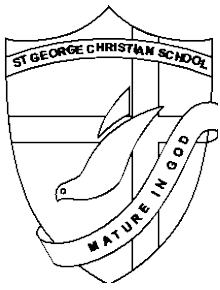
The Maintenance Officer will report to the Property and Maintenance Manager and will be responsible for maintenance around the school.

### Key Accountabilities

- Ensure that all maintenance requests are attended to professionally and promptly.
- Carry out planned and reactive maintenance in and around the school including garden areas.
- Ensure that all works are completed in a professional and timely manner.
- Contract management of maintenance suppliers, participating in orientation and supervision.
- Comply with policies, procedure and methodologies.
- Focus on continuous improvement.
- Provide assistance to other Property Staff as required.
- Other duties as directed by the Properties and Maintenance Manager.
- Liaising and maintaining a professional rapport with all SGCS staff.
- Opening the School buildings and grounds when required.
- Wear provided uniforms and be orderly in appearance.
- Day to day up keep of the school including bins, delivery of parcels, setup for functions.
- Maintain gardens – cleaning, edging, trimming, lawn moving, watering etc.
- Flexible with working hours when called upon.

### Quality, Safety and Improvement

- Comply with the Work Health and Safety policies and procedures of the School.
- Participate in and contribute to Team Meetings.
- Take reasonable care to maintain their own health and safety and that of those around them.
- Demonstrate conduct to ensure a safe and healthy environment is maintained at all times.



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### Key Selection Criteria

- Interpersonal and communication skills both written and verbal.
- PC Skills.
- Drivers Licence.
- Able to work independently.
- Demonstrated ability to work within a team environment.
- Demonstrated ability to effectively liaise with internal stakeholders.
- Effective time management and organisational skills.

### Qualifications and Experience

- Previous experience in education environment as a Maintenance Officer/or similar role.
- Trade qualification desirable.
- Generalist maintenance skills including painting, plastering, equipment repairs, minor plumbing, minor electrical repairs, gardening etc.

This is a fulltime role - 38 hours per week - working 7.00am to 3.00pm during the entire school year. Salary and conditions are consistent with the NSW Christian Schools General Staff Multi-Enterprise Agreement 2020-2023.

### Application Process

Forward your application including:

- Cover Letter
- SGCS General Staff Application form (available on our website)
- Resume
- References

to [employment@sgcs.com.au](mailto:employment@sgcs.com.au)

*St George Christian School's mission is to develop each person's character and gifts, for serving God and his people by promoting joy in learning, excellence in teaching and personal Christian faith and growth towards maturity. The School is committed to ensuring the safety, welfare and wellbeing of all children at the School and is dedicated to protecting them from abuse and harm.*