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POSITION HOLDER:	Vacant
SECTION:	Buildings & Maintenance
POSITION REPORTS TO:	Projects & Maintenance Officer
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Level 6 – General Staff as per The Friends’ School (General Early Learning & Fitness) Enterprise Agreement 2021
STUDENT CARE:	No
PERIOD OF EMPLOYMENT	Permanent, Part-time
HOURS PER WEEK:	15.2 hours per week (2 days’ - hours can be negotiated)

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#### P U R P O S E

To provide Joinery and maintenance support in the operation of the School.

#### P R I M A R Y D U T I E S

- Ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Construct joinery in School workshop and on site as directed by the Projects & Maintenance Officer.
- Site measure and construct with minimal supervision.
- Maintain the Workshop area including keeping equipment organised, serviced and in good repair.
- Supervise contractors in the workshop and on School grounds as directed.
- Carry out maintenance tasks in consultation with the Projects & Maintenance Officer.
- Assist other members of the Maintenance Team with works as required.
- Adhere to SOP’s and WHS procedures and support the use of them by contractors and maintenance staff.
- Perform other related duties as required within skills and training.

#### K E Y R E L A T I O N S H I P S

- Facilities & Services Manager
- Buildings & Maintenance Manager
- Maintenance Team Leaders
- Building & maintenance staff
- Teaching staff
- Risk & Compliance Manager

DELEGATIONS

- Nil  
However, the position-holder may be required to procure goods within their area, using a School purchase order. The purchase order limit will be set by the Head of Department. Invoices resulting from these purchases must be authorised by the relevant budget holder.

SUPERVISION OF POSITIONS

- Nil

SELECTION CRITERIA

1. Understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Trade certificate and/or appropriate experience in Joinery/Cabinet Making or a relevant Arts degree.
3. Knowledge and experience in Joinery and building maintenance tasks.
4. Experience in safely operating and maintaining workshop machinery. A minimum of three years-experience is desirable.
5. Proven ability to work unsupervised and follow specific project directions.
6. Good interpersonal skills across a broad range of people.
7. Current vehicle Driver's Licence.
8. Have the ability to work safely in a building and school environment and be fit to undertake the inherent requirements of the role.
9. Be at ease with Quaker values and the ethos of The Friends' School.

CONFIDENTIALITY

A School environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

**Definition**

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

**Your obligations**

- You are expected to:
- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name: .....

Date: .....

Signature: .....