

POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

JOB TITLE	Morris Hall and ELC Maintenance Coordinator (Fixed Term)
HOURS OF WORK	Part Time – Job Share (2 days per week) Thursdays and Fridays, an 8 hour day with ½ hour lunch break. Shifts will be either a 7.00am or 8.00am start with a 3.00pm or 4.00pm finish or as agreed to by the Director of Junior Years and Early Learning and administered by the Facilities Manager.
SCHOOL	Junior School (Morris Hall Campus) 100 Caroline Street, South Yarra Early Learning Centre (Barbara Tolson Centre) 63 Clowes Street, South Yarra
FACULTY/DEPT	Maintenance Department
REMUNERATION CLASSIFICATION	Melbourne Girls Grammar School Collective Agreement
REPORTS TO	Director of Junior Years and Early Learning, Facilities Manager, and ultimately the Principal.
SUPERVISES	Not applicable
MGGS POSITION OBJECTIVE	To maintain the Schools facilities through planned, preventative, or reactive services in a timely and efficient manner.
KEY ACCOUNTABILITIES	KEY TASKS
Daily Tasks	Daily Tasks as planned or directed by the Facilities Manager and Director of Junior Years an Early Learning including but not limited to: <ul style="list-style-type: none"> • Catch Up with the Maintenance Supervisor and/or Facilities Manager; • Take receipt of work requests to the maintenance team daily, weekly, and fortnightly ready for action; • Design and construct items for various purposes; • Maintain a positive and open work environment in which team work and initiative is exemplified; • Assist in the receipt and installation of deliveries from suppliers when required; • Assist with spills and clean up when required; • Check Machinery and Equipment is maintained;



	<ul style="list-style-type: none"> • Maintain Occupational Health and Safety Standards on campus and report any problems in this area to the Facilities Manager; • Inducting Contractors and ensuring Working with Children checks have been provided – as required in conjunction with the Facilities Manager and Director of Junior Years and Early Learning. • Provide direction and assistance to any nominated sub-contractor; • Use common sense priority in tackling all tasks and seek assistance as required; • Assist in the set-up and break down of school functions and parent association events as requested. • Action any work requests allocated for the day and sign off tasks accordingly (this includes any relating to your area of expertise); • Use effective forms of communication with staff eg. e-mail, phone, in person, notices; • Ensure environmental aesthetics and safety are maintained at all times; • Ensure effective management of utilities by staff i.e. waste, recycling; • Monitor lighting, mechanical services and security within the built environment; • Assist in traffic management; • Monitor Work Request progress of other staff and sign off jobs as required; • Clean and tidy workshop areas as per the daily maintenance checklist/schedule.
Periodical Tasks	<p>Periodical maintenance or grounds tasks as planned or directed by the Maintenance Supervisor or Facilities Manager including but not limited to:</p> <ul style="list-style-type: none"> • Attend to scheduled preventative maintenance or grounds tasks in keeping with term breaks where necessary; • Mowing of Campus Lawns and Playing Fields; • Maintaining Sports Courts (Synthetics); • Maintain all garden beds, pot plants and watering systems including weekly assistance in the Kitchen Garden as required. • Ensure playground equipment and sandpits are maintained to comply with legislation; • Ensure drainage pits and spouting, on all buildings, is clear of debris; • Renovate ovals and gardens on an annual basis; • Develop in conjunction with Facilities Manager landscape improvement plans for both campuses; • Attend to Compliance Reporting and ensure documentation is up to date and accurate; • Essential Safety Measure checks; • Workroom Audits and Storage of Chemicals; • Assist in Planned Fire drills; • Attend to any other planned maintenance.
General Tasks	<p>General maintenance or grounds tasks as directed by Facilities Manager and Director of Junior Years an Early Learning including but not limited to:</p>



	<ul style="list-style-type: none"> Occasional mini-bus driving in the absence or inability of another staff member (where licensed to do so); Assist other Grounds and Maintenance Staff where required; Be available, or on call if necessary, in the absence of another staff member or the Facilities Manager; Other duties as directed and or agreed to with the Facilities Manager and Director of Junior Years an Early Learning Assist in the gathering of information for budgets and projects; Provide advice/ information on the built environment; Provide feedback on any service provider related issues; Assist in out of hours activities from time to time if required.
Job Share	<ul style="list-style-type: none"> Ensure regular and planned communication with the job share team member to manage tasks, projects and ad-hoc requirements.
Professional Development	To attend Professional Development workshops and seminars that will assist in successfully meeting the objectives of this role.
Other	Any other duties as requested by the Facilities Manager or the Principal.
CONTACTS	<ul style="list-style-type: none"> MGS Staff; Sub contractors.
RESOURCES PROVIDED	<ul style="list-style-type: none"> Uniform which must be worn during normal working hours; Tools and Equipment; Company Vehicles (which is not to be used for personal use without the authorisation of the Facilities Manager).
EDUCATION AND EXPERIENCE	<ul style="list-style-type: none"> Aligned relevant trade and/or tertiary certificates.
KNOWLEDGE AND SKILLS	<p>Essential:</p> <ul style="list-style-type: none"> High degree of accuracy and care; Understanding of safe work practices and OH&S procedures. Good Computer skills; A high level of people skills; Ability to juggle numerous tasks simultaneously; A self starter with a high level of attention to detail, who is well organised; A person who is comfortable promoting the School; Demonstrated ability to make good judgments and make good of initiative, produce work of a high quality, and to take responsibility for outcomes; Ability to deal with difficult customers; Ability to prioritise works schedule. <p>Desirable:</p> <ul style="list-style-type: none"> Knowledge of and experience in the Victorian Independent Schools sector; Awareness of the need for sensitivity and confidentiality in all dealings; Demonstrated skills of judgment, initiative and decision making; Experience working in a performance measured environment.



OTHER REQUIREMENTS	<ul style="list-style-type: none">• A positive and collaborative approach in the workplace, including a friendly, warm and caring demeanour;• An ability to exercise confidentiality;• A positive personality with a support and service orientation focused on appropriate communication and delivery of outcomes to meet objectives;• A Current Driver's License (where applicable);• Current Victorian Employee Working with Children Check
CHILD SAFETY	<p>All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGS staff employment cycle from recruitment and reference checking to induction, 3 and 6 month review processes and regular staff training and professional development.</p> <p>Employment with Melbourne Girls Grammar is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below.</p> <p>Child Safety Statement: Melbourne Girls Grammar</p> <ul style="list-style-type: none">• has zero tolerance for child abuse• actively works to listen to and empower children• has systems to protect children from abuse, and will take all• allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures• is committed to promoting physical, emotional and cultural safety for all children• is committed to providing a safe environment for all children

To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit <https://www.mggs.vic.edu.au/>