



**St. Joseph's
College Echuca**
STRENGTH & KINDLINESS



Position Description

School Services Officer (SSO) - Property Maintenance Assistant

POSITION DETAILS	
College:	<i>St Joseph's College Echuca</i>
Position:	<i>School Services Officer - Property Services Assistant</i>
Remuneration Scale:	<i>Category A - School Services Officer</i> <i>As per the Victorian Catholic Education Multi Enterprise Agreement 2022 (CEMEA)</i>
Campuses/Days:	<i>Bridigine & Kildare Campus</i>
Full Time Equivalent:	<i>1.0 FTE</i>
Reports to	<i>College Business Manager</i>

POSITION SUMMARY

The Property Maintenance Assistant is employed by the College and is responsible to the Principal through the College Business Manager for daily maintenance to maintain the presentation of the schools buildings, grounds and facilities ensuring a clean, safe and functional environment for students, staff and visitors.

MISSION AND VISION

All staff members of St Joseph's College are expected to uphold the Kildare Education Ministries core values, apply them to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources.

Our College motto 'Strength and Kindliness' comes to life in each staff member as they demonstrate the strength to do their job well and the kindliness to undertake it with compassion.

Leadership at St Joseph's College is inspired and shaped by the document *Leadership in a Kildare Education Ministries School* and the relevant AITSL Standards.

Fundamental to the vision of Kildare Education Ministries is the belief, clearly articulated in its foundational documents, that education is transformative and that it is underpinned by principles of sound educational practice based in a rich Catholic tradition.

The core values that guide KEM schools are: Compassion, Justice, Hospitality, Courage, Hope and Wonder.

LEADERSHIP

At St Joseph's College, leaders are expected to demonstrate skills and a personal commitment to improvement in areas of school life, with the aim of offering leadership that is effective and has a meaningful, positive and lasting impact on student outcomes. All staff are expected to be supportive of the distributive style of leadership informed by growth coaching. This leader will be actively supportive of the school improvement priorities and the strategic plan.

COACHING AND PROFESSIONAL LEARNING

St Joseph's College expects all staff members to be part of a positive and reflective culture. As such, the College supports and encourages growth coaching for all staff. Coaching is to be built into the professional practice of all staff, and this practice is acknowledged as contributing to the effective and meaningful growth and development of staff. All leaders will coach a team of staff that are allocated by the Director of Capacity and Culture. Professional learning is valued and recognised, in particular, as a major contributing factor towards improvement in student learning outcomes.

STATEMENT OF DUTIES

The following duties are the responsibility of the SSO - Property Maintenance Assistant at the direction of the College Business Manager. You are responsible for these duties at both campuses:

- Perform minor repairs
- Assist maintenance contract company with logged maintenance requests
- Carry out preventative maintenance checks
- Maintain Brigidine school grounds (mowing, edging, gardening, weed control, blower vac) and assist when required at Kildare
- Ensure outdoor areas are safe, tidy and clean
- Assist colleagues to achieve team objectives within required timeframes
- Assist with waste management and recycling
- Support general cleaning duties when required
- Function and events set up and pack down, ensuring all facilities are well presented and equipment is maintained and stored appropriately
- Move furniture and equipment as needed
- Assist contractors and external service providers onsite
- Any other duties requested by the Business Manager in conjunction with the Maintenance Team

RISK & OCCUPATIONAL HEALTH & SAFETY

All College staff members will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risk/hazards in order to eliminate or mitigate against the risk recurring. (Risks arising in the workplace may be financial, site, task, reputational or person-specific, or related to safety)
- promote and implement occupational health and safety and risk mitigation processes within the College.

COMMITTEES & REPORTING

Internal	External	Committees
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Principal Business Manager PA to Principal	Daniers Visitors to the College	Work Health and Safety
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CHILD SAFE RESPONSIBILITIES

- St Joseph's College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. All College staff must commit to the College principles of Child Safety and Maintaining a Child Safe School Environment as outlined at <http://www.sje.vic.edu.au/child-safety>.

KNOWLEDGE & EXPERIENCE

- Basic maintenance experience
- Understanding of Work Health and Safety legislation, policies and procedures
- Demonstrated ability to meet deadlines
- A proactive team member
- Ability to manage multiple tasks with minimal supervision
- Proven skills in ICT
- Ability to communicate effectively and maintain professional relationships within the College community and with the wider community on behalf of the College
- Strong attention to detail

SKILLS AND CAPABILITIES

- General experience in basic maintenance
- Strong organisation and time management skills
- The capacity to multitask and pay close attention to detail in a timely and responsive manner
- The ability to meet all deadlines
- The ability to work collaboratively, flexibly, independently and creatively in a demanding environment
- The capacity to maintain professional relationships within the College community and with education authorities on behalf of the College when seeking advice and information

Team Culture

- Positively contributes to building effective team culture
- Positive assistance to team members and other teams to successfully achieve tasks within time frame
- Organisational decisions implemented and reinforced in a positive way

TERMS AND CONDITIONS

- Hold a current Victorian Working with Children's Check (WWCC), current Police Check, Driver's Licence and First Aid certificate
- Ability to work within a distributive and collaborative decision-making structure
- A sound grasp of current educational thought and practice specifically in the context of the role
- A vision for the role
- Ability to communicate effectively with the whole school community as well as with the wider community
- Comply with St Joseph's College Child Safety Code of Conduct, KEM Child Safety Code of Conduct, and KEM Ethical Standards Policy
- Actively articulates the school's vision and mission as a Catholic school, and uses this as a wellspring in all discussion and decision-making
- Active as an individual, or as a team member, to work towards the success of the school's Strategic Plan, providing support, stimulus and action as necessary
- Communicates and exemplifies correct procedures and processes to staff
- Addresses staff meetings and other forums on matters pertaining to their respective areas of responsibility
- Contributes to the development of College policies and procedures
- Seeks professional development to further his/her understanding of the mission of St Joseph's College
- Performs other duties as required by the Principal or Business Manager

Contract & Conditions	<ul style="list-style-type: none">● School Services Officer - Property Services Assistant - Ongoing.● Perform other appropriate duties as may be required by the Principal. This may include taking on particular projects at the request of the Principal. These projects may be short term or ongoing depending on the nature of the assignment.● These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.
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