



Shellharbour Anglican College

General Hand

REPORTING TO: Director of Infrastructure and Property Services Manager

HOURS: Casual (possibility for this to become a full-time role in 2025 for the right person)

KEY RESPONSIBILITIES

The General Hand will work closely with the Property Service manager as well as the Director of Infrastructure and will undertake the following duties and responsibilities:

MAINTENANCE DUTIES

- Complete maintenance tasks as requested and complete them in a timely and appropriate manner.
- Complete tasks as requested including setting up / packing away for regular events and functions including large Whole College events
- Ensuring high standard of appearance, presentation and performance of the College environment including buildings, grounds and landscaping.
- Ensuring compliance with all legislative and College policy, building regulations, Workplace Health and Safety requirements.
- When required aid in the removal or cleaning of waste, trade waste or litter
- Wash/clean buildings including internal and external walls as required and check playground equipment.
- Movement of goods, furniture and equipment throughout the College as needed
- Tasks vary greatly from day to day and need to adapt to suit tasks required

GROUNDS DUTIES

- Maintenance and development of grounds, garden beds, ovals
- Pressure wash areas as needed
- Watering of fields and gardens

WORKPLACE HEALTH AND SAFETY

- Ensuring, so far as is reasonably practicable, all work performed is in accordance with WHS Act, codes and Australian Standards.
- Follow WHS policies and procedures.
- Help the testing and tagging of electrical items. (training can be provided)
- Attend regular safety meetings.
- Ensure all equipment and machinery are maintained and used in a safe manner.
- Ensure the safety of self and others.

OTHER DUTIES

- At times attend staff meetings as required.
- Work flexibly and as a team in the pursuit of the College's mission.

SKILLS, ABILITIES and PERSONAL ATTRIBUTES

- Commitment to the Christian ethos of the College.
- Be proactive, well organised and able to work to a high standard.
- Experience and/or relevant tertiary qualifications in property maintenance.
- Excellent communication skills with the ability to interact and liaise with contractors, visitors, team members, suppliers, staff and students in a friendly, professional and respectable manner.
- Self-motivated and independent with an ability to foster collegial relationships.
- The General Hand will hold a current C class driver's licence to enable the use of the College's grounds maintenance vehicle. A MR class driver's licence (medium rigid) or a willingness to complete training would be desirable.
- Working Safely at Heights training desirable (training can be provided)
- EWPA Yellow Card desirable (training can be provided)
- Ability and willingness to work outside normal office hours as required for special events

CHILD SAFETY

Shellharbour Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy WWCC child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

WHS

Shellharbour Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff are expected to adhere to and implement safe work practices and procedures in accordance with college policies and undertake annual WHS training

PAY AND CONDITIONS

Employment will be subject to the provisions of the Independent Schools NSW/ACT Standards Model (Support and Operational) Multi Enterprise Agreement 2021 or any industrial agreement that replaces that award.

This role is full time. The hours of work will be between 7am - 4pm. Some work outside of these hours may be required. This position may necessitate some out of hours work. A College uniform will be supplied and will be expected to be worn. It should be noted that it is anticipated that this job will evolve and change over time.

Therefore, this job description will need to be reviewed and updated from time to time to meet the changing needs of a growing College.

APPLICATIONS CLOSE: Friday 6 December 2024, 5pm

