

School Maintenance Officer

Location:	The Sycamore School, back of TAFE Campus (Block F) 29 Windemere Road, Alexandra Hills, Queensland.
Employment type:	Permanent Part Time
Remuneration:	Prorate \$51,839 (Actual salary \$10,367)
Reports to:	Business Manager
Applications close:	2pm, Sunday 8 th November 2020

OUR ORGANISATION

The Sycamore School is an independent school for young people on the Autism Spectrum. Catering for students from Prep to Year 8 it focuses on improving life quality outcomes through specialist education.

The school provides safe and inclusive, autism-friendly learning using a strengths-based approach, innovative ways of teaching, evidence-informed strategies and the Australian Curriculum. The school provides a positive learning environment which is enhanced by quality teaching to assist each young person on their educational journey.

The Sycamore School is a place of celebration providing each young person with a spectrum of choice and opportunities to build independence to advocate for themselves and reach their potential.

OUR VISION

to improve life outcomes for people on the autism spectrum

OUR MISSION

The Sycamore School provides specialist support and education on the autism spectrum, to their care networks, and the community.

OUR VALUES

We are:

- Respectful – We value all perspectives
- Kind – We are selfless and giving
- Accepting – We value uniqueness
- Brave – we face our challenges with conviction
- Creative – We think outside the box
- Patient – We accept that some things are difficult before they become easy.



YOUR OPPORTUNITY

As the School Maintenance Officer, you will:

- Take care of The Sycamore School facilities and carry out grounds and maintenance duties.
- Ensure The Sycamore School grounds are safe and presentable
- Provide prompt rectification of all maintenance matters.
- Support young people with Autism Spectrum Disorder (ASD) in a holistic education environment by providing a safe and orderly learning environment.

The School Maintenance Officer reports to the Business Manager or nominated delegate.

THE ROLE

You will have responsibility for undertaking the following tasks, including but not limited to:

- Coordinating and prioritising maintenance works.
- Upkeep of grounds and facilities.
- Garden maintenance; Attend to the gardens, weeding, watering, planting, fertilising, mowing etc.
- Liaising with TAFE regarding the organisation of contractors.
- Working closely and co-operatively with all stakeholders.
- Follow all Health and Safety policies and procedures. Report all known and observed risks and hazards.
- Provide maintenance and repairs to the school buildings, assets, equipment, vehicles, playground structures, furniture, and fittings.
- Joinery, carpentry, repairing furniture, doors, locks, vehicles, plant, equipment and other tasks which may arise.
- Procure and collect building and maintenance materials required for jobs.
- Assist with School improvements such as building renovations and refurbishment, painting, fencing, paving, establishing gardens, building retaining walls, etc.
- Liaise and promptly report on maintenance which is beyond the scope of the position such as tree safety, engineering issues, air-conditioning/heating, plumbing, electrical and glass repairs, etc.
- Proactively identify maintenance issues then rectify/initiate remedial action.
- Assist the Senior Administration Officer in the planning and implementation of the maintenance program.
- Assist with the ordering, collection, transportation and storage of furniture, equipment, and building materials.
- Furniture positioning, removal, relocation and delivery.
- Assist in preparing for events including relocation and setting up and packing down of furniture and equipment.
- Familiarise yourself with and comply with all School policies and procedures. Undertake training where necessary eg. Child Safety.
- Secure school building and gates when required.



- May be required to clean spillages if cleaners are not available.

The School Maintenance Officer will embody the following:

- Reliable and punctual
- Maintains harmonious interpersonal and working relationships with parents, staff, students, and external organisations.
- Seeks best practice outcomes
- Organisational skills and the ability to prioritise tasks
- Values diversity
- Is physically fit and able to undertake general maintenance and grounds tasks
- Have undertaken or willingness to undertake necessary Health and Safety training
- Must be willing to wear PPE necessary for certain tasks

SELECTION CRITERIA

- Experience in maintenance and general groundskeeping/gardening
- Knowledge and/or significant experience in the maintenance, carpentry or building field
- Hold carpentry/Cabinet Making/Joinery qualification
- Ability to work autonomously or in a small team environment
- Knowledge of Workplace Health and Safety Procedures.
- Hold a positive current Working with Children's Check (Blue Card) or eligible to apply
- Holds a current First Aid and CPR certificate or willing to obtain one

APPLICATIONS

Applications to be addressed to the Principal and emailed to info@thesycamoreschool.qld.edu.au

Applications should include:

- 1-Page application letter
- 2-Page Curriculum Vitae (CV) including two referees, with contact details (please include a referee from current and previous place of employment).
- Up to 2-Page response to the selection criteria.

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