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ST THOMAS AQUINAS  
COLLEGE

PO Box 500  
1 Tynong Road,  
Tynong, Victoria 3813

## Casual Maintenance Officer Position

The College is seeking a Maintenance Officer to join our property and facility team. The Maintenance Officer is primarily responsible for the presentation and upkeep of St Thomas Aquinas College to ensure a high standard of presentation of the school facilities. Reporting to the Facilities and Infrastructure Manager, the Maintenance Officer will assist in implementing and delivering best practice of the property and facilities management processes and procedures and work collaborative with the property team and members of the College community.

Property maintenance duties include but not limited to

- In conjunction with the Property and Facilities Manager, develop, schedule, and implement preventative maintenance programs for buildings and grounds.
- Identify and advise of opportunities for continuous improvement, productivity gains and efficiencies.
- Perform cleaning duties in all areas to maintain a hygienic environment.
- Tasks include vacuuming, sweeping, mopping, dusting, and sanitizing restrooms.
- Adhere strictly to health and safety protocols.
- Assist the Property and Facilities Manager to manage any incident, accident, near miss, damage, hazard reports and corrective actions to prevent a recurrence in a timely manner.
- Assist other Grounds and Maintenance Staff where required.
- Provide feedback on any service provider related issues

The role is a casual position of approximately 10 hours per week in term time required.

### Applications should include:

- A cover letter that addresses your suitability for the role
- A curriculum vitae detailing your experience
- Contact details of three professional referees

**Applications for this position close at 5.00 pm on Friday, 29 November 2024.**

Inquiries and applications should be emailed to:

- Contact: Liz Alexander
- Phone: 03 5629 2500
- liz.alexander@stac.vic.edu.au

### CHILD SAFE STANDARDS

St Thomas Aquinas College is committed to ensuring that all those engaged in our College promote the fundamental right of children and young people to be respected and nurtured in a safe school environment. We have zero tolerance for child abuse and expect all of our staff to:

- Be aware of, understand and comply with the College's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these.
- Be in possession of a current Working With Children Check (WWCC) and Police Check, or VIT Registration.

- Respond according to the college's policies and procedures when interacting with children and young people, taking all allegations and concerns very seriously.
- Be committed to providing a safe environment for all children and young people, promoting physical, emotional and cultural safety.