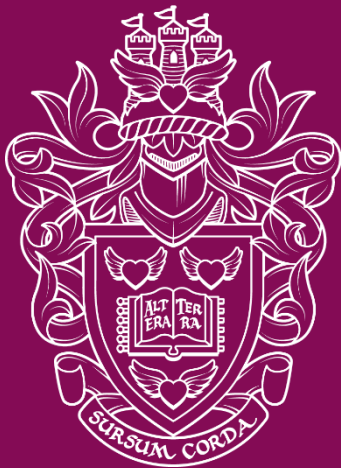




Position Description

Caretaker/Facilities Officer



Welcome to our School

Welcome to Haileybury Rendall School where every student matters every day and where our vision is to be the best school in Northern Australia. Our School is closely affiliated with Haileybury and delivers high quality education programs across its four campuses in Melbourne and one in Tianjin, China.

We draw on the experience, expertise and success of these campuses to establish our own plan for the future.

Developing and maintaining a strong academic culture is a top priority. We are fortunate to be able to use the expertise of Haileybury as a base for shaping our educational pathways. Our teaching framework includes the highly successful Explicit Teaching Model in the primary years and the Victorian Certificate of Education (VCE) in the senior years, both of which help drive outstanding results. The strong ties between Haileybury and Haileybury Rendall School also provide numerous opportunities for our community to take part in a broad and exciting range of activities.

Discover more about Haileybury Rendall School at www.haileyburyrendall.com.au

Working with us

Haileybury Rendall School is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.

Vision, mission and values

Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.



Our Magenta principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community

Position details

Position title	Caretaker/Facilities Officer
Reports to	Facilities Manager
Employment status	Full time, Ongoing
Commencement date	TBC

Responsibilities

The Caretaker/Facilities Officer duties include:

- Identifying and carrying out facilities maintenance within the Boarding Precinct and staff residences including but not limited to:
 - Repairs and maintenance works, including the safe use of hand and power tools
 - General moving of furniture and equipment up to 10KG
 - Painting touch ups
 - Assist with pickup and delivery of goods
 - Completing schedule maintenance tasks in line with Facilities and compliance schedules, including identify and rectification of hazards in line with policy and procedures
 - Liaise with any contractors on site undertaking facilities and building works in line with Facilities protocols
 - Any other reasonable requests as per the Facilities Manager or Facilities Supervisor, including assistance with school functions and events.
- Close and secure all school gates at the end of each day
- Open and close gates, toilets and any buildings for weekend events or activities
- Support with minor IT requests relating to security and door system
- Oversee the school fleet in terms of the daily upkeep, maintenance and servicing
- Assist with Boarding transport and student travel
- To be the main contact for all AH (including weekend) call outs and emergencies and respond in line with the Facilities AH protocols. These call outs may include but not limited to:
 - Boarding facilities requests and emergency call outs
 - Residential Tenancy emergency requests
 - Security Call outs



Key selection criteria

Mandatory

- Drivers Licence (LR)
- Hold a valid Working with Children's Card (Ochre Card) and ability to obtain a National Police Clearance
- Ability to reside on site and work flexible hours
- Ability to work with limited to no supervision
- Strong verbal, written and interpersonal skills
- Sound computing skills

Desirable

- First Aid Certificate and CPR
- Working at Heights

Personal qualities

- Well organised
- Proactive and shows initiative
- Patient and relationship orientated
- Always shows professional discretion
- Enthusiastic and conscientious
- Ability to be part of a dynamic team, show initiative and prioritise workload
- A high level of attention to detail and accuracy
- Demonstrated analytical and problem-solving skills
- Actively seeks and is open to feedback
- Takes pride in work and achieving goals

Inherent qualities

Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands
- Ability to carry out high-level responsibilities including to make sensible and proactive decisions relating to security, access and AH call outs.
- Ability to be resilient when dealing with staff and students in all situations
- Ability to complete work in line with Facilities protocols and all WorkSafe procedures.

Physical demands

- Good physical mobility and ability to complete repetitive, including being able to walk and carry items up to 10KG
- Ability to carry out facilities maintenance and capably use hand and power tools where needed to complete the task
- Ability to work flexible hours to meet the needs of the role, including AH call outs and weekends



Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions.
- Ability to assess whether Personal Protective Equipment (PPE) is required for activities and wear as appropriate.

General information

- All general staff need to hold a current Working With Children Card (Ochre)
- The successful candidate will be expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- This position is full-time. This position requires flexibility to operate outside the standard hours and to reside on site as the Caretaker
- The candidate is expected to wear the Facilities Uniform , which will be supplied by the school

Commitment to child safety

Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the School. The School recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The School's mission 'to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working With Children, police records and reference checks to ensure that we are recruiting the right people. Applicants must familiarise themselves with Haileybury's Code of Conduct and Policy on Relationships between Staff and Students available on our website.

Haileybury has zero tolerance for child abuse in any form.

Further information

Further information about this position is available from the Director of People and Culture, Ben Bishop
Ph: 08 8922 1611