



Position Description

Facilities Support Officer



Welcome to our School

Acclaimed as a great private school, Haileybury is a uniquely rewarding educational experience. Through our innovative approach to teaching and learning, students can discover more, achieve more and become more.

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Darwin (Northern Territory), Haileybury Pangea and across South East Asia in China, Vietnam, the Philippines and Timor-Leste.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year, Senior School of the Year and Principal of the Year. Haileybury has also been ranked as the number one coeducational primary school in Victoria and the number two secondary school, based on national testing results.

At Haileybury, "every student matters every day" and as such we prioritise the safety and wellbeing of all students in our care. Every person in our community is to be aware of and abide by the Child Safety and Wellbeing Policies and Procedures to keep every student in our care safe.

Discover more about Haileybury at www.haileybury.com.au.

Working with us

Haileybury 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.



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	Facilities Support Officer
Campus location	Various Haileybury Campuses: Berwick, Brighton, City, Keysborough
Reports to	Facilities Supervisor
Manages others	No
Salary range	\$00,000 (Full Time FTE) + 11.5% super

Responsibilities

The position of Facilities Support Officer to provide support for event and function set ups at Haileybury under the direction of supervisory staff. The role includes function and examination set up, hall management, cleaning and general venue maintenance activities.

The Facilities Support Officer is to adopt work practices that are executed in line with the highest practicable standards with respect to environment health and safety in the workplace and for ensuring that all activities under their control are conducted in a legal and ethical manner, consistent with Haileybury standards, policies and procedures.

The Facilities Support Officer is also directly involved in the delivery of excellent customer service through strong communication and responsiveness.

The Facilities Support Officer is responsible for:

- Carrying out portering activities as directed, including moving of furniture, extensive exam setups, assembly setups and function setups.
- Opening and securing of gates, doors and alarm system as required.
- General campus maintenance activities as directed.
- Assist the Facilities Supervisor with any maintenance requests.
- Incidental cleaning and catering support as required.
- Report all accidents and incidents within 24 hours, investigate, take necessary actions to prevent re-occurrence and enter appropriate system
- Perform regular safety audits to ensure compliance with regulations and to identify additional hazards or risks.
- Actively pursue continuous improvement in developing and maintaining safe work methods that comply with Legislation, Regulations, Codes of Practice and Haileybury guidelines.
- Ensure awareness of, and compliance with, all aspects of Haileybury policies, systems and procedures, and legislative requirements.

While the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the School community and participate fully in a range of events and activities.



Key selection criteria

Required

- Familiar with event and function setup.
- Basic computer skills
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- An eye for detail and a sense of urgency
- Excellent verbal and written presentation/communication skills
- Drivers licence
- Knowledge of Occupation Health and Safety requirements and procedures
- Knowledge of Security alarm systems
- Knowledge of Evacuation and Lockdown procedures
- Level 2 First Aid Certificate

Desirable

- Basic computer skills
- Experience of working with children from a culturally and/or linguistically diverse background

Personal qualities

- Ability to work autonomously or as part of a team.
- Ability to work with internal and external stakeholders and able to follow directions.
- Strong organisational skills and the ability to prioritise tasks.
- High level communication and time management skills.
- Willingness and ability to work in a flexible manner within a team environment.
- A professional presentation and attitude.
- Punctuality and reliability in their employment history.
- Ability to identify risks to child safety and take all practical measures to protect students where a risk has been identified.
- Strong commitment to OHS principles and practices.
- A commitment to and knowledge of child safety policies and procedures

Academic qualifications

- VCE or equivalent desirable.
- Trade qualification desirable.



Inherent qualities

Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision making.
- Ability to be resilient when dealing with staff and students.

Physical demands

- Ability to lift/carry parcels following Haileybury OH&S Manual handling guidelines

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 particular activities and wear as appropriate.

General information

- All staff who do not hold Victorian Institute of Teaching (VIT) registration will need to hold a current Employee Working With Children Check (WWCC) and Nationally Coordinated Criminal History Check Certificate (NCCHC).
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible.
- All staff are 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.
- Standard working hours are based on required and agreed requirements of the role and will generally, be worked between the hours of 6.00 am to 6.00 pm, Monday to Friday. This position requires flexibility to operate outside the standard hours when the situation requires.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety

Haileybury is a child safe organisation which welcomes all children, young people and their families. 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 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', which



can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, processes and codes are inclusive of the needs of all children and students including Aboriginal students and their families.

Haileybury has zero tolerance for child abuse in any form and takes proactive steps to identify and manage any risks of harm to students in our school environments. When child safety or wellbeing concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

We promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer or asexual (LGBTIQA+) and other students experiencing risk or vulnerability.

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 Check, police records and reference checks to ensure that we are recruiting the right people.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au

This position description was modified in April 2025.