



General Maintenance Officer POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title:	General Maintenance Officer	Location:	Peakhurst
Group:	Aspect Education	Reports to:	Business Manager Aspect South East Sydney & Vern Barnett Schools

Organisation Purpose

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer-driven.	We are passionate about people, about being positive and about what's possible

Team Purpose

To collaborate as a team of specialists including teachers, teachers' aides, school therapists, co-ordinators, administrators and other Aspect staff to support the students with education programmes.

Position Purpose

To do general maintenance work in a timely and professional manner to support the smooth running of the school and ensuring the school environment is safe and suitable for staff, students, volunteers, contractors and families.

Outcomes

Key Result Area:	Requirements & Expectations	Success Indicators
General building maintenance	<p>Undertake general maintenance of our buildings and fix small issues. Examples include:</p> <ul style="list-style-type: none"> • Changing light bulbs • Fixing cupboards, blinds etc. • Patching & painting • Unblocking sinks • Putting together furniture • Basic carpentry/plumbing • Working with the Business Manager to identify maintenance issues requiring external contractors and supervising their work where necessary. 	<ul style="list-style-type: none"> • Maintenance is undertaken professionally and to a high standard. • All stakeholders are communicated to on the progress of maintenance, timeframes and when external support is required. • The site is safe and well maintained.
Grounds maintenance	<ul style="list-style-type: none"> • Sweeping/blowing sand and leaves from playgrounds • Cleaning out gutters • Providing feedback to gardening contractors on problem issues. 	<ul style="list-style-type: none"> • The grounds are kept clean and safe for students.
Organising the site	<ul style="list-style-type: none"> • Moving furniture • Breaking down and disposing of items in the skip • Event set up and set down 	<ul style="list-style-type: none"> • Tasks are conducted in a timely fashion.
Looking after our buses	<ul style="list-style-type: none"> • Organising servicing and inspections for our two buses • Under take basic maintenance – cleaning, checking the oil and tyres. 	<ul style="list-style-type: none"> • Buses are kept clean and fit for service.
Safeguarding the people we support	<p>Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:</p> <ul style="list-style-type: none"> • Demonstrate a duty of care to students • Treat students with dignity and respect • Complete mandatory Child Protection training and implement day to day operations and practice • Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns. 	<ul style="list-style-type: none"> • Demonstrate evidence that issues/concerns are escalated/reported to supervisor/manager. • Completion of Child Protection on-line training • Personal commitment nad day to day demonstration of competency in safeguarding.

	<ul style="list-style-type: none"> Escalate/report other staff practices which deviate from policy/procedure 	
Work Health and Safety	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> Take reasonable care for own health and safety Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements Report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect Exercise duty of care in the health, safety and welfare of students and ensure they are treated with dignity and respect Participate in the staff consultation process about work health & safety matters 	<ul style="list-style-type: none"> Aspect's safety policy and procedures are followed including site specific work practices and management instructions All hazards, incidents and injuries are reported to management as per Aspect's risk management procedures Health safety and welfare of self and others is ensured as far as reasonable Actively participate in safety consultation as required

PART B: POSITION CRITERIA

Capabilities	Attention to Detail	Follows a method of work that is organised, logical and meets the needs of the school.
	Planning and Organisation	Establishing a course of action to accomplish a specific goal; planning appropriate allocation of resources and time to do this.
	Technical/Professional Knowledge	Have achieved a level of technical and professional skills/knowledge in job related areas.
	Communication	Able to communicate to multiple stakeholders about the time projects will take.
Knowledge and experience	<ul style="list-style-type: none"> Experience in a similar or related role 	
Qualifications	<ul style="list-style-type: none"> Relevant practical training or qualifications in carpentry, plumbing, building etc. will be looked upon favourably. 	
Job requirements	<ul style="list-style-type: none"> Current drivers licence (LR licence would be an advantage) Working with Children's Check 	

PART C: APPROVED BY

Position Approved by: Laura Guille 16/11/2021_____

PART D: ACKNOWLEDGEMENT OF INCUMBENT

I have read and understood the requirements of the position

Name: _____ (Date) _____