

POSITION DESCRIPTION

POSITION: Facilities Officer **STATUS:** Part-time

REPORTS TO: The School Principal or Nominee **DATE:** 1st November 2021

CLASSIFICATION: Facilities Officer – Level 1 **SCHOOL/COLLEGE:** St Brigid's School

EMPLOYEE NAME:

Purpose of Position:

Contribute to the effective and efficient operation and environment of the school by providing a high level of maintenance and development of the schools grounds.

Ensure that a high standard of safe playing areas is maintained and ensure that all duties are completed to an acceptable standard as determined by the supervisor and administration.

Typical Duties:

- Practice confidentiality in relation to all aspects of the role.
- Mowing, trimming and fertilising lawns and turf areas.
- Repairing and maintaining irrigation systems.
- Weeding, hedging, planting and fertilising gardens.
- Maintaining grounds equipment.
- Checking and adjusting security lighting.
- Gerni undercover area, eating areas and around classrooms.
- Assisting with minor building maintenance as directed.
- Support contractors requiring access to school property or buildings
- Carry out minor repairs to school property and equipment including:
 - Replacing tap washers
 - Repairing leaking toilets
 - Repairing windows
 - Repairing desks and chairs
 - Basic painting as directed
- Assist with marking sporting fields and grounds.
- Assist with the setup and dismantling of tents and equipment related to school functions.
- Assess equipment to determine if minor repairs are required.
- Assist with the completion and documentation of a variety of workplace health and safety tasks as required by the principal

Mandatory qualifications and requirements:

- An understanding of and a commitment to the ethos of Catholic Education, a Working With Children Check (WWCC) and eligibility for a Suitability Notice is required.
- Undertake Student Protection Training
- Undertake Workplace Health and Safety Training

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date