Position Description

Position: Maintenance Person

Position Allocation: Full time
Reports to: Business Manager
Date: Commencing 2017
Primary Focus: The position of Maintenance Person is responsible for support and maintenance of facilities at Cornish College.

Background

Cornish College opened in 2012 as the Uniting Church’s newest coeducational school. Located on 42 hectares of parkland in Bangholme next to the National Water Sports Centre and adjacent to the suburbs of Patterson Lakes and Chelsea, the College offers programs from ELC to Year 12. Enrolments are growing at Cornish College with 700 students from ELC to Year 12. The ELC program which is based upon the Reggio Emilia approach and the International Baccalaureate Primary Years Programme runs from ELC to Year 6. This approach to teaching and learning is embraced in a multidisciplinary, concept driven inquiry-based program in the secondary sections of the College.

The College is committed to the safety and wellbeing of all children and all staff are expected to observe the College Code of Conduct.

We take an holistic approach to the educational program which centres around a unique model of teaching and learning based upon the notion of educating for a sustainable future. With a strong emphasis on respecting the multiple intelligences, the College strives to see all young people thriving in the areas in which they have a special aptitude. In line with this thinking the College offers vibrant programs across the curriculum including Visual and Performing Arts, Sport and student leadership.

The Position

The position is a permanent position working 38 hour week (48 weeks with 4 weeks annual leave). The Maintenance Person will work closely with other members of the small but vitally important Property team.

Responsibilities

As a member of the College staff the Maintenance staff are committed to the aims and philosophy of the College and to the Business Manager.

The Property team is a small dynamic group who work collaboratively in a busy environment that is changing as the College goes through a significant growth phase in its operation.

Duty Statement

The responsibilities of this position include, but are not limited, to the following:

- Carry out general repairs on buildings and other facilities and assist with modifications and installations as required
- Liaise with the Business Manager re planning for ongoing building and maintenance plans
- Liaise with contract cleaners re day-to-day requirements and ensure cleaners rooms are stocked
- Liaise with various trades as required for day-to-day maintenance
- Carry out maintenance of lights in classrooms and offices as required
- Responsible for ordering of furniture for classrooms and offices as required
- Assist with setting up and dismantling of assemblies, chapel and other College functions
- Responsible for day-to-day welfare of College animals
- Jointly assist with construction of sets for College productions as required.

The Person

The successful candidate will also ideally demonstrate the following attributes:

- initiative and exceptional organisational skills
- proactive and enthusiastic,
- an all-round ability to deal with a variety of tasks including plastering, basic plumbing, tiling, painting, welding and metal working
• must enjoy working in a busy environment
• must enjoy working with people
• must have a courteous manner towards all members of the Cornish College Community.

Qualifications and Experience
• Experience working in a similar environment
• Current Working with Children’s Check for Employment purposes
• Current Police Check
• The successful candidate is required to have qualifications in carpentry, cabinet making or other similar trade. They will also need a good working knowledge of electrical systems, heating ventilation and air conditioning.

All applicants to the College should note:
• Cornish College staff are expected to be involved in the College’s cocurricular program depending upon their particular skills and interests. With all these tasks it is the expectation of the College that staff will work collaboratively to share responsibilities as evenly as possible.
• All staff are expected to observe the College Code of Conduct and must be able to demonstrate an understanding of appropriate behaviours when engaging with children.
• The College is committed to an active partnership with parents and parent expertise is used to enhance the educational program wherever possible.
• All staff are expected to attend staff meetings as arranged.
• There is also an expectation that all members of staff will attend the major school functions of the year.
• All staff are expected to be supportive of the Christian ethos of the College as would be expected of a Uniting Church School.

Applications
Applications should include:
• a brief cover letter
• a current resume, including the name and contact numbers of three professional referees, two of whom must be able to comment on the applicants professional work (or training) during the last five years

Emailed applications need to be submitted as one combined PDF file.

The successful applicant will be required to produce original copies (from which a photocopy will be made) of Working with Children’s Check and transcripts of qualifications claimed and obtain a Victoria Police Check.

Applications should be submitted by 5.00pm, Monday 27 February 2017.

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