

# Property Team General Hand



Cornish College are seeking to appoint a part-time General Hand to assist with the ongoing property maintenance of our 100-acre classroom.

## A message from the Principal

Education for a sustainable future is education of a different kind. It is education that aims to take students to depths of understandings that are transferable beyond school, preparing them to make a difference for a better world.

The Cornish College Rings of Sustainability provide a lens through which we can operate, design curriculum and engage in critical thinking. The Rings represent four dimensions of sustainability that are interdependent – personal, socio-cultural, urban/technological and natural. We understand that each of these dimensions must be in balance in order to ensure a future where there is enough for all, forever.

Our educational vision is about so much more than numbers. Every outcome that our students achieve, whether it be related to their ATAR; sporting achievements; participation in gifted and talented programs; social justice initiatives or the assessment of a unit of inquiry, should be an outcome that develops essential understandings about our world and builds upon the skills, knowledge and attitudes young people require for a sustainable future.

Employment at Cornish College offers teachers the opportunity to design and implement curriculum that makes a difference. It offers the opportunity to be part of a team where responsibility is shared, ideas are welcomed and pushing the boundaries of a curriculum framework is encouraged.

## Background

Located on 100 acres of natural parkland next to the National Water Sports Centre and adjacent to the suburbs of Patterson Lakes and Chelsea, Cornish College opened in 2012 and offers programs from Early Learning Centre (ELC) to Year 12. Cornish College has a double stream at all primary year levels and triple stream in all secondary year levels with a fourth stream Year 11 in 2024. Currently there are 710 students from ELC to Year 12. The College offers an ELC program influenced by the Reggio Emilia approach to education and runs the International Baccalaureate Primary Years Programme from ELC to Year 6. This approach to teaching and learning is embraced in a multidisciplinary, concept-driven and inquiry-based program in the secondary area. The Victorian Certificate of Education is offered in the senior secondary years.

With a strong emphasis on inclusion and respecting individual differences the College strives to see all young people thriving in the areas in which they have special aptitude. In line with this thinking, the College offers vibrant programs across the curriculum.



At Cornish College we're doing things differently today so that our students can make a real difference tomorrow

# Property Team General Hand



## Position Description

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Position Allocation:	Part-time (22.8 hours, 3 days per week) permanent position
Reports to:	Property Manager
Position Outline:	The position of General Hand is responsible for support and maintenance of Property services at Cornish College.

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### The Position

This position reports to the Property Manager and will work closely with other members of the small but busy Property team.

### Responsibilities

As a member of the College staff, Property staff are committed to the aims and philosophy of the College.

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:

- Work with the Property team to maintain the College buildings and grounds
- Keeping the College grounds tidy
- Set up of College functions and liaise with staff about these functions
- Feeding and attending to the daily needs of College farm animals
- Restocking cleaner's cupboards and ordering supplies
- Attending to simple maintenance requests
- Delivering packages and delivered items to different sections of the College
- Assisting with the College waste systems
- Restocking printer paper and supplies across the College

### The Person

The successful candidate will also ideally demonstrate the following attributes:

- An eye for detail
- Able to work in a team and independently in a small but busy team environment
- Initiative and effective organisation skills
- Willingness to learn
- Trustworthy
- Proactive and enthusiastic
- Must have the ability to work autonomously, as well as enjoy working with people
- Must have a courteous manner towards all members of the Cornish College community

### Qualifications and Experience

- Horticultural or building qualifications, whilst not essential, would be an advantage
- Experience working in a similar environment, whilst not essential would be an advantage
- Current Working with Children Check for Employment purposes
- Current Police Check will be required on employment

# Property Team General Hand



## To Apply for this Position

To apply for this position, please write a letter to the Principal, Nicola Forrest, outlining your interest in this position and giving us an insight into who you are.

Accompanying your letter should be your resume including contact information for three confidential referees and your personal response to the Position Description (preferably as one combined PDF file).

Applications should be submitted by 9.00am on Wednesday 8 May 2024 to: [employment@cornishcollege.vic.edu.au](mailto:employment@cornishcollege.vic.edu.au)

## Advice to Applicants

In your cover letter please outline your qualifications and your main areas of interest in working in a school environment. The rest is up to you! We'd like to get to know you a little through your letter.

Your response to the Position Description should focus on the following:

- Your experience or interest in working in property teams
- Any experience you may have working in a hands-on role in property/maintenance or similar
- Any other information demonstrating your suitability to working in this role at Cornish College

# Cornish College Staff Expectations



## Engagement with Cornish College

- Cornish College staff are expected to be involved in the College's cocurricular program depending upon their 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
- The College is committed to an active partnership with parents and that 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 school associated with the Uniting Church

## Child Safe Statement

Cornish College is committed to the safety and wellbeing of all children and all staff are expected to observe the [College Code of Conduct](#).

The College is a Child Safe employer and is committed to the safety and welfare of children in our protection.

Cornish has systems to protect children from abuse and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

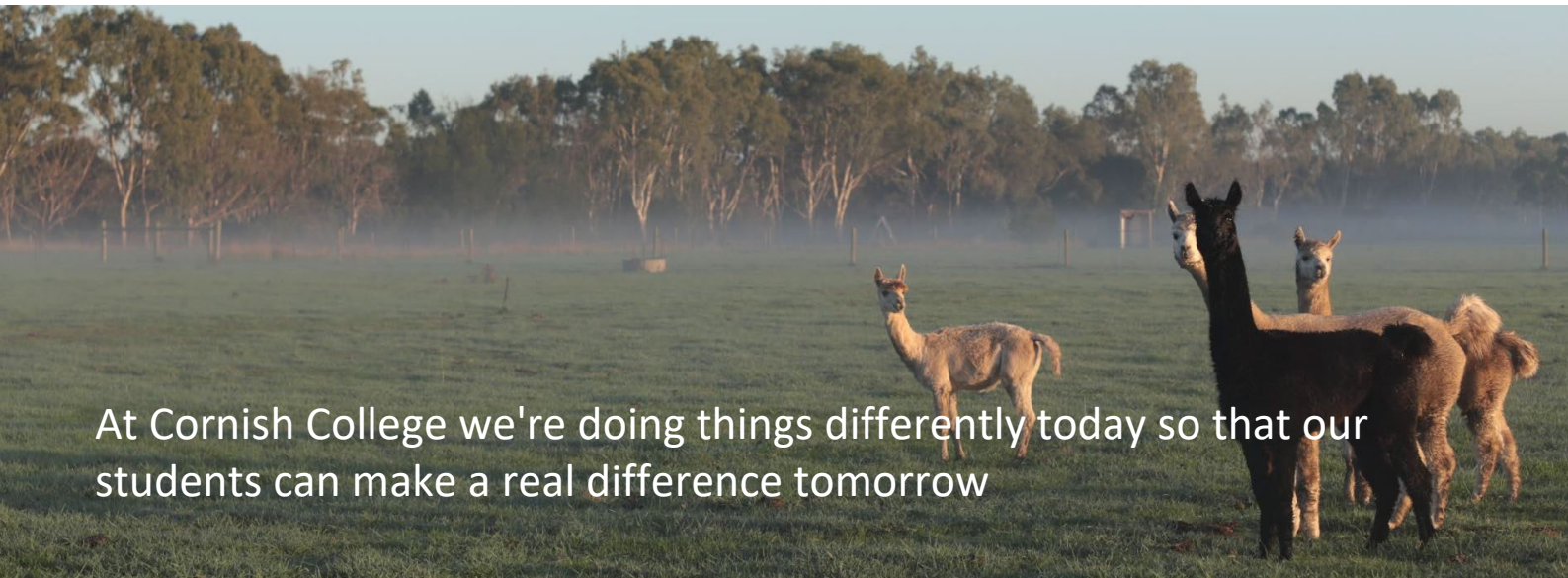
All potential employees and volunteers will be required to comply with the College's *Child Safety and Wellbeing Policy and Code of Conduct*, which are available on the website [www.cornishcollege.vic.edu.au](http://www.cornishcollege.vic.edu.au)

Cornish performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for child related work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Police Checks, Working with Children Checks, identity, qualification, VIT registration and reference checks.

## Equal Opportunity

Cornish College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Cornish College.



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