



EMANUEL SCHOOL

MAINTENANCE GENERAL HAND ROLE DESCRIPTION

The Maintenance Team is responsible for the provision of a safe environment for students and staff and the creation and maintenance of a physical environment that is conducive to learning and that also provides a high level of amenity for students and staff.

Emanuel school is seeking a motivated, hardworking Maintenance General Hand who is a qualified tradesperson with prior experience in general maintenance roles and/or facility services who can work in a highly dynamic live education environment.

This is a full-time position working 8am to 4pm, Monday to Friday. Flexibility is required in the case of after-hours or weekend events.

Responsibilities

Reporting to the Facilities and Operations Manager, the Maintenance General Hand is responsible for the following duties:

- Deliver parcels and packages across campus
- Assist in traffic management for pick up and drop off
- General assistance to students, guests, and staff of Emanuel school
- Attending to helpdesk tickets as assigned by the Maintenance Team Supervisor
- Assisting with the preparation, set up and put away for school functions and activities
- Minor repair and maintenance to school buildings, grounds
- Periodic inspections, maintenance and repair of buildings, classrooms, and facilities
- Active participation in day-to-day grounds and building maintenance service and repairs
- Assist with the preparations for school productions and exhibitions including set design, displays
- Coordinating the work of service providers for repairs and maintenance for work within your assignment scope
- Other duties as requested by the Principal, the Director of Finance & Operations, or the Facilities and Operations Manager.

Skills & Experience Required

We are looking for someone with at least two years prior experience who is comfortable undertaking minor building works and using garden tools. A trade qualification is preferred.

All applicants must have a current Driver's License and are required to have a valid Working with Children Check before commencing their employment.

The following qualifications and experience are essential for this role:

- 2 years+ experience in a similar role
- A service mentality and a can-do attitude
- Ability to work independently and as a member of a team
- Competent ICT skills with the ability to use the helpdesk ticketing system and Microsoft Outlook
- Ability to work calmly under pressure, take initiative and work independently
- Appreciation of children of all ages and ability to communicate and interact with them - from Preschool to Year 12
- Support of the ethos of the School.

Emanuel Employee Qualities & Attributes

Emanuel staff are highly competent, passionate and engaging. They ensure the best possible learning environment for students and are committed to their own continued growth as professionals.

As an Emanuel employee, it is expected that you possess the following qualities and attributes

- A passion for continually improving your practice and a commitment to ongoing professional learning.
- Capacity and desire to make a positive contribution to student wellbeing programs
- Demonstrated strong interpersonal and communication skills and the capacity to develop and sustain productive relationships within the school community
- Generosity in sharing your expertise with colleagues, and an openness to welcome observations and feedback from other staff.
- Support for the ethos of the School with a willingness to make a significant contribution to the life of the School
- A team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students.

About Emanuel School

Emanuel School is committed to providing co-educational excellence in a Pre-school to Year 12 continuum. We value the individuality of all students and encourage the development of their special interests and talents. Our objective is to extend our students to the best of their ability, and to foster a love of learning, a strong sense of community and a pride in their Jewish heritage.

Emanuel School is small enough to provide an individual, nurturing environment and large enough to provide a wide range of subjects and opportunities for our students. Emanuel School is a dynamic learning community within an intimate learning environment delivering strong academic outcomes.

The School occupies the Stanley Street site with around 880 students from Preschool to Year 12, comprising a two-stream K-4 and three streams thereafter.

The School's commitment to excellence, quality, service and value ensures that it continually improves the delivery of all its programs for the benefit of its students. There are many opportunities for students to participate in a wide range of activities and students have a strong commitment to community service.

We strive to create an environment in which genuine acceptance and understanding can develop. These concepts are reflected in the School motto "Mind, Spirit, Being".

Values & Jewish Life

Emanuel is a Jewish Community School that nurtures a commitment to Jewish community, heritage, ethical living and the State of Israel. We do this through a commitment to egalitarianism, pluralism, coexistence, tradition, mitzvot, Torah and Hebrew. We do so as Jewish, Australian and Global citizens.

In particular we value:

- Excellence
- Perseverance
- Lifelong love of learning
- Respect
- Integrity
- Responsibility
- Compassion
- Generosity
- Justice
- Community

At Emanuel, we welcome staff and students of all backgrounds and religions. Applications are made without reference to a candidate's religion.