



# EMANUEL SCHOOL

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## **FACILITIES & OPERATIONS OFFICER ROLE DESCRIPTION**

The Facilities & Operations 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.

The Facilities & Operations Officer will be a motivated, 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 7am to 3pm, Monday to Friday. Flexibility is required in the case of occasional after-hours or weekend events.

### **Responsibilities**

Reporting to the Facilities and Operations Manager, the Facilities & Operations Officer is responsible for the following duties:

- Repair and maintenance to school facilities and general handy-man duties
- Assisting with the preparation, set up and put away for school functions and activities
- Assisting with the implementation of minor developments and renovation projects
- Active participation in day-to-day grounds and building maintenance service and repairs
- Attend to the delegated workflow through the campus helpdesk, email school calendar system and management of tasks assigned, including communication with stakeholders
- General assistance to students, guests, and staff of Emanuel school
- Periodic inspections, maintenance and repair of buildings, classrooms, and facilities
- Coordination and implementation of any quarterly and annual maintenance service
- Contributing to the restoration and maintenance of school buildings, in particular heritage listed facilities
- Co-ordinating the work of service providers for repairs and maintenance for work within your assignment scope
- Other duties as requested by the Director of Finance & Operations or Facilities and Operations Manager.

### **Skills & Experience Required**

We are looking for someone with a trade qualification who is comfortable undertaking minor building works and repairs.

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 skills qualifications and experience are essential for this role:

- 5 years+ experience in a similar role
- Trade qualification
- A service mentality and a can-do attitude
- Ability to communicate courteously and professionally, both written and verbally
- 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
- Respect
- Inclusion
- Community
- Kindness

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