EMANUEL SCHOOL

FACILITIES GENERAL HAND | ROLE DESCRIPTION

The Facilities Team plays a vital role in maintaining a safe, welcoming, and well-presented environment for students, staff, and visitors. The team is responsible for the upkeep and enhancement of the School's grounds and facilities, ensuring that the physical environment supports learning, wellbeing, and the daily operational needs of the School community.

Emanuel School is seeking a motivated and hardworking Facilities General Hand to support the Facilities Team during a busy period. This role will have a strong focus on general labouring, grounds maintenance and landscaping, contributing to the presentation, safety and functionality of the School campus.

This is a physical role that will require a high level of physical strength and fitness.

This is a full-time, fixed-term position for an initial period of three (3) months, with a possibility of extension. The ordinary hours of work are 7:45am to 3:45pm, Monday to Friday. Flexibility is required to support occasional after-hours and weekend events.

Responsibilities and Reporting Lines.

You will report to the Facilities and Operations Manager. On a day-to-day basis, you will take direction and be responsible to the Facilities and Operations Team Supervisor.

You will be responsible for the following duties:

- Deliver parcels, packages and supplies across the School campus.
- Assist with traffic management during student drop-off and pick-up periods.
- Provide general assistance to students, staff, parents and visitors.
- Attend to maintenance and facilities helpdesk requests as allocated by the Team Supervisor.
- Assist with the preparation, set-up and pack-down of school functions, events, productions and exhibitions.
- Undertake minor maintenance, upkeep and repairs to school buildings, grounds and facilities.
- Assist with routine inspections of buildings, classrooms and facilities and report maintenance issues as required.
- Participate in the day-to-day maintenance and presentation of school grounds and buildings.
- Assist tradespersons and facilities staff with manual and support tasks.
- Move furniture, equipment and supplies across the School as required.
- Other duties as reasonably directed by the Principal, Director of Finance & Operations, Facilities & Operations Manager or Maintenance Team Supervisor.

Skills & Experience Required

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:

- A service mentality and a can-do attitude
- High level of physical fitness
- 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.

Emanuel seeks to be a child safe school

Emanuel School is committed to promoting the safety, welfare, and wellbeing of our students as our paramount priority. We seek to maintain a preventative, proactive and participatory approach to child safety, promoting student voice and agency.

Emanuel School has zero tolerance for child abuse and has established systems and policies to protect children, while in the School's care, from abuse and to promote physical, emotional, and cyber safety. The protection and wellbeing of students is the responsibility of all members of the Emanuel School community, and encompasses:

- a duty of care to ensure that reasonable steps are taken to prevent harm to students which could reasonably have been foreseen;
- obligations under child protection legislation.

Emanuel School welcomes and celebrates diversity and remains committed to promoting the safety of every child.