

Maintenance and Workshop Assistant

Permanent full-time role

Chevalier College is a catholic co-educational secondary College with a rich history shaped by the Missionaries of the Sacred Heart (MSC) values of kindness, compassion, inclusivity and hospitality. As part of its next iteration, Chevalier College will continue to grow as a community of heart-centred learners whilst nurturing the individual uniqueness of each student. As a heart-centred, learner-focused contemporary learning community Chevalier College strives to be collaborative and entrepreneurial thinkers who activate purposeful, meaningful and positive change in a rapidly changing world.

The Role

The Workshop and Maintenance Assistant assists with materials preparation, maintenance of machinery and equipment and a safe working environment for the Industrial Technology workshops and assists with the general maintenance of the College. Duties include:

- Prepare materials for Industrial Technology workshop lessons
- Assist with the regular and proactive maintenance of machinery and equipment and/or liaise with Property Manager to arrange qualified third parties to conduct repairs and/or maintenance of machinery and equipment used in Industrial Technology workshops
- Assist in the provision of well-maintained and safe workshop environments
- Place orders with suppliers as required for materials for the Industrial Technology workshops
- Accept deliveries, check stock against invoices, unpack and appropriately store deliveries as required
- Operate tractors, mowers, brush cutters etc and control weed and pests (utilising domestic like products and equipment) to maintain college grounds
- Maintain hoses and irrigation systems, including the repair of leaks
- Carry out general maintenance and care of equipment/ materials used by the property unit including checking oil, fuel and tyres, cleaning/ washing equipment, sharpening hand tools and ensuring safe and appropriate storage
- Sweep and clean shed floors, as required
- Carry out stocktake of equipment and stores as directed
- Carry out other duties as required by members of the Leadership Team or other delegates
- Always drive in a safe and professional manner to ensure the safety and security of students and staff.
- Undertake and complete all training as directed by the College
- Immediately report (and tag out) any identified or suspected mechanical, maintenance or safety issues to the Property Manager
- Report any suspected damage/ loss/ theft to the Property Manager
- Carry out all tasks efficiently, productively and professionally.

Experience and skills

- The capacity to conduct maintenance and upkeep of the school grounds and facilities, including the setting up for events
- Experience working with and maintaining machinery relating to woodwork
- A sound understanding of WHS and compliance requirements
- The capacity to work collaboratively as part of a team and at times autonomously



- Excellent communication skills
- Valid NSW Drivers Licence
- Relevant trade qualification would be advantageous

Other

- Permanent full-time role, 48 weeks per year. Level 4.
- Salary and conditions will be as per the NSW Catholic Independent Schools (Support Staff – Model B) Multi-Enterprise Agreement 2020.
- This is a child-related position. Preferred candidates are required to possess a valid a Working With Children Check and will be subject to identification verification.

Applications

- Applications close at **5.00pm on Monday 12 February 2024.**
- Prospective applicants are to express their interest by submitting a written application consisting of:
 - A cover letter of no more than two pages outlining why you are suitable for this role by directly addressing the role outline and role requirements.
 - One page resume with three referees.
 - Copies of relevant certificates.
- Applications are to be sent to the Principal of Chevalier College, Mr Greg Miller, via email to: hammondk@chevalier.nsw.edu.au.