

## POSITION DESCRIPTION

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| <b>Position:</b>          | <b>Head of Maintenance and School Services</b> |  |
| <b>Line Manager:</b>      | <b>Bursar</b>                                  |  |
| <b>Term of Position:</b>  | <b>Full Time – Ongoing</b>                     |  |
| <b>Commencement Date:</b> | <b>July 2019</b>                               | <b>Applications Close: Monday, 27 May 2019</b> |

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Girton Grammar School in Bendigo has an exciting opportunity for a Head of Maintenance and School Services to work in one of Victoria's top performing schools.

The position would suit a versatile, flexible and fast-working person who can think quickly and who has a strong customer focus. This role requires the incumbent to carry out maintenance and service request tasks as well as manage a team of maintenance staff. Service requests are broad and can include delivering goods and setting up furniture and equipment for meetings and events.

### Purpose of the Position

Coordinate, manage and carry out the maintenance of school facilities and small capital works as well as the provision of support services to departmental staff.

### A Great Place to Work

Girton Grammar School in Bendigo is a leading independent school for boys and girls catering for around 1,200 students from Prep to Year 12 in an enriching and supportive environment.

With a Junior School campus and separate Senior School campus minutes from the centre of town, this renowned School sits at the heart of the Bendigo community.

The school is proud of its culture of optimism and commitment in both students and staff, translating to personal growth and academic achievement that truly sets the school apart in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we equally value people, character and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known and their individuality is respected.

### Outcomes

The successful candidate will be responsible for achieving the following outcomes:

1. The maintenance/service request system is monitored, and meets internal customer needs with the most efficient management of maintenance staff.
2. Preventative maintenance and essential safety measures including auditing of fire systems, air conditioning and lifts is planned, completed and recorded.
3. External contractors are engaged to carry out specialist works and supervised to ensure completion of work to required standards and safe practices.
4. Maintenance, improvement, safety and security of the school buildings and grounds is managed according to requirements.
5. Appropriate OH&S and risk management practices are implemented to ensure the safety of students and staff.
6. Purchase orders are raised, invoices authorised, and annual budgeted expenditure accounts and prepared and monitored.

### Mandatory requirements for the role

- Experience in maintaining facilities and managing maintenance staff
- Excellent customer service/interpersonal skills
- Co-operative and flexible team player
- Strong work ethic

### Desirable Criteria

Previous experience in a busy workplace or school environment would be an advantage but is not essential.

### Personal characteristics

- Organises and prioritises work to achieve required outcomes.
- Strong customer service focus.
- Excellent communication skills.
- Excellent attention to detail.
- Strong initiative, proactive and self-motivated.
- Finds ways to work better and smarter.
- Desire to expand knowledge base, learn new skills
- Cooperates well with team members.

### Scope

This position is directly responsible for:

- five maintenance staff
- a budget of \$150,000

### Additional information

The position involves occasional after hours and weekend work.

All staff are required to hold a current Working with Children Check.

A six-month probationary period will apply to this position in line with all new staff members commencing employment at Girton Grammar School.

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement.

### To apply

To apply submit your CV along with a letter of application to the Headmaster, and email to: [employment@girton.vic.edu.au](mailto:employment@girton.vic.edu.au).

Candidates who are selected for an interview should expect a second interview if they are short-listed for this position.

If you require further information, please phone Mr Neville Faulks, Bursar on (03) 5441 3114.



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