



Applications are invited for the position of:

## Junior Maintenance Worker

- School Section:** Whole School
- Reports to:** Property Manager, Grounds Supervisor
- Employment Basis:**  Full-time  Ongoing  
 Part-time  Non-ongoing
- Start Date:** Immediate start
- Applications close:** Wednesday 21 February 2018 at 4.00pm

### About the School

Canberra Grammar School is a co-educational Pre-School to Year 12 Independent Anglican School offering outstanding academic education, co-curricular opportunities and pastoral care to day and boarding students of all backgrounds and faiths within a community guided by Christian values.

CGS is a vibrant and rewarding place to work, and we're seeking staff who are engaging, interesting, innovative, and who are committed to helping our students be ready for the world.

CGS is an employer who promotes staff excellence and offers a range of additional benefits, including various professional development opportunities; superannuation of 11.5% (for permanent staff); a range of salary sacrifice benefits; access to the health clinic and annual influenza vaccinations, staff organisations/associations and representation, an employee assistance programme. And staff awards programme; and many other benefits which you can read about by visiting [CGS.ACT.EDU.AU/EMPLOYMENT](http://CGS.ACT.EDU.AU/EMPLOYMENT)

To find out more about the School please visit [CGS.ACT.EDU.AU](http://CGS.ACT.EDU.AU)

### General

Canberra Grammar School is seeking to employ a Junior Maintenance Worker to join a team of 8 tradesmen and assistants doing building and general maintenance around the school. According to the School's day to day needs, you will report to the Property Manager through our Grounds Supervisor or Maintenance Foreman, responsible for co-ordinating your activities and training.



## Duties

Initial duties will include:

- Assisting tradesmen
- Waste collection
- Furniture and equipment moving
- Gutter cleaning

For the successful applicant, the school will provide immediate assistance to gain the following certification:

- Construction White Card
- Asbestos recognition

Opportunities will exist to gain formal qualification in fields such as

- Scaffolding
- Welding
- First Aid
- Working at Heights

In addition experience will be gained in such areas as

- Electrical
- Plumbing
- Carpentry
- Welding
- Air conditioning

## Selection Specifications

Desirable skills and qualifications might include:

- qualifications in the handyman / general maintenance / tradesman area;
- experience in a similar role;
- class A driver licence;
- construction white card;
- asbestos recognition;
- WWVP card;
- scaffold licence;
- working at heights licence;
- good oral communication skills;
- ability to follow instructions and work independently;
- a good team player with a strong work ethic.

## Occupational Health and Safety (OH&S)

The Maintenance Worker is expected to:

- adhere to safe work practices;
- comply with all relevant OH&S policies and procedures;
- participate in relevant OH&S training programs;
- report hazards and unsafe workplace practices associated with the workplace to the OHS Officer;
- report work related injuries and incidents in accordance with the School's policy.



## Terms and Conditions

The role is a full-time, ongoing position.

Appointment is subject to a six month probationary period.

All employees of the School must be eligible to work with children in accordance with ACT Working with Vulnerable People checks.

Canberra Grammar School is a respondent to the *Independent Schools ACT (Support and Operational Staff) Multi Enterprise Agreement 2017*.

### Hours of Work

Full-time, 7.30am to 4.00pm Monday to Friday.

## Applications and Information

All applications must be submitted using the School's online application form, located on the job advertisement on [CGS.ACT.EDU.AU](https://cgs.act.edu.au).

For further information, please contact the Human Resources Office:

- [employment@cgs.act.edu.au](mailto:employment@cgs.act.edu.au)
- +61 (2) 6260 9735
- The HR Office, Canberra Grammar School, 40 Monaro Crescent, Red Hill ACT 2603 Australia