



St Catherine's School  
Sydney



Maintenance all-rounder  
Permanent full-time



# The history of St Catherine's

St Catherine's is Australia's oldest Anglican girls' school from Kindergarten to Year 12, catering for boarders from Year 7. Our purpose is to develop young women of character and intellect who are equipped to make their unique contribution to the world. For over 168 years we have welcomed all backgrounds, faiths and abilities, acknowledging that diversity enriches our community. At St Catherine's each girl discovers her passions and develops her skills within a beautiful environment that overlooks Sydney's iconic eastern suburbs beaches.

CV and letter of application should be addressed to Human Resources.  
**Please apply via seek by 10 March 2025.**

Active support for the Christian character and purposes of the school is essential.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.  
Details of how to apply are available at [www.ocq.nsw.gov.au](http://www.ocq.nsw.gov.au)



# St Catherine's School, Sydney

## Our identity

We are an Anglican school educating young women for life.

## Our purpose

To develop young women of character and intellect who make their unique contribution to the world.

## We value

Integrity • Courage • Relationships • Service.

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# Primary purpose

- Position:** Maintenance All-Rounder
- Responsible to:** Headmistress
- Reports to:** Maintenance Manager
- Effective date:** March 2025
- Details:** Permanent full-time role

As an enthusiastic and engaged member of the maintenance team, your day-to-day role will be ensuring all school properties, buildings and grounds are maintained to the highest standard. This includes a focus on general maintenance activities and repairs, the support and setup of school events, and an emphasis on providing a high level of customer service.

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# Major responsibilities

## General Maintenance:

- Carrying out and assisting with general maintenance activities and repairs throughout the school

## Daily operational responsibilities including:

- Daily minor repairs and routine preventative maintenance occurs for the school's grounds, buildings, plant and equipment
- Joinery, carpentry, repairing furniture, doors, locks, curtains, lights, vehicles, plant, equipment and other tasks which may arise
- Ensure school grounds are presented in a tidy and professional manner (leaf blowing, rubbish pickup, etc.)
- Daily delivery of goods, parcels and furniture to various parts of the school as required
- Setup and set down of furniture/equipment for school events and functions

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- Assist with after-hours events as required
- Locking and unlocking of school gates and buildings
- Liaising with onsite cleaners about the coordination and collection of rubbish and recycling
- Ensuring routine and proactive building inspections are completed
- Relocation of office and classroom furniture as required
- Assisting with carline duties in the mornings and afternoon
- Perform ad hoc maintenance requests occurs in a timely manner and is performed to a high level of quality
- Work to ensure events operate successfully according to the agreed run sheet
- Daily follow-up on any items raised by security, contractors or cleaners

#### Other duties:

- General basic admin and clerical support as required by the Maintenance Manager
- Courtesy bus driving duties where required
- Be a Health and Safety rep; Report, follow-up and close out any reported hazards
- Ensure SWMS are prepared and received from contractors prior to work
- Store and update MSDS as required
- To comply with the schools' policies and procedures as well as health and safety requirements
- To participate in any training when required
- Attend after hour meetings and events as required
- Warden responsibilities as require

Undertake other duties as required by the Headmistress or her delegate.

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# Selection criteria

The success candidate will possess the following core competencies:

- A service culture and desire to ensure the school presents well, is safe and school operations are well managed
- A good working knowledge of school services
- A good working knowledge of WHS regulations and requirements
- Experience in general maintenance. Trade qualifications in building industry and/or 3-5 years of hands-on experience in a similar role
- Current driver's license
- Be physically fit and able to carry equipment as well as be comfortable working at heights
- Computer skills and literacy
- Ability to work autonomously and proactively but also as part of a team
- Personal pride in work quality with a keen eye for detail
- An ability to remain calm under pressure

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# Staff benefits

- Accreditation Support and Professional Learning Program
- Employee Assistance Program (EAP) counselling service
- Mentoring program for new academic staff
- Professional development workshops and seminars
- Annual research scholarships for academic and professional staff
- Microsoft computer for academic staff whilst employed at the school
- IT support provided by ICT Learning and Teaching Facilitators
- Free influenza vaccinations
- Staff Association membership includes invitations to social occasions
- Salary packaging and novated leases available through preferred suppliers
- Voluntary superannuation and option to nominate personal superannuation fund
- Use of the school's gym and aquatic facilities
- Access to school Research Centre (for borrowing books/DVDs/magazines)
- Access to school deli to order lunch daily

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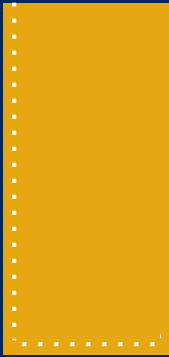
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 StCatherinesSchool

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 [www.linkedin.com/school/st-catherine's-school\\_2/](http://www.linkedin.com/school/st-catherine's-school_2/)

 StCSchoolWaverley

 WeChat ID scs2024



For more information visit

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