



Iona College Geelong
 Role Description
 Maintenance Officer – AM Position

Context

Iona College Geelong is a Catholic Co-educational College located in Charlemont (15 minute drive from the Geelong CBD) which is part of the rapidly developing Armstrong Creek growth area located between Geelong and the Surf Coast (10 minute drive from Torquay).

The College has been founded under the Governance of the Archbishop of Melbourne who has delegated Canonical responsibilities.

Iona College Geelong invites suitably qualified and experienced individuals looking for an exciting career challenge by being part of the Foundation Staff, commencing this particular position on Tuesday 28 January 2020.

Iona College Geelong has a long-term projected student enrolment of 1,500 students and will be commencing with approximately 150 students in Year 7 (2020).

Further information on the College can be found at: www.iona.vic.edu.au

Position:	Maintenance Officer	
Remuneration Scale:	School Services Officer	Level 1, Category B - \$41,170 to \$45,907 (these are full time figures, adjustments to FTE are \$27,090 to \$30,207). This position is entitled to all school holidays
Full Time Equivalent:	0.658 FTE	Hours – 7am to 12pm Monday to Friday
Reports to:	Principal through the Business Manager	
Position Summary-		
<p>The Maintenance Officer ensures that all designated maintenance services they are responsible for, enhance every person’s engagement with the College.</p> <p>The Maintenance Officer is responsible to the Business Manager for all scheduled and ad hoc maintenance that needs to be performed.</p>		
Statement of Duties –		
General –		
<ul style="list-style-type: none"> ○ Maintenance of external infrastructure, this includes general maintenance of paths, lighting, etc ○ Maintenance of internal infrastructure, mainly ensuring all areas are in good working order ○ Assist with the disposal of rubbish, recycling and green waste 		

- Assist other College staff as required in support of college activities and functions**
- Unlocking of College grounds and buildings
- Completion of checklists as part of essential services measures and general safety
- Cleaning up of accidents and spills that may occur during school hours
- Ability to work in with 3rd party contractors that are providing other services to the College that may overlap the Maintenance area
- Report any hazards if identified

Other –

- ** some work may occur outside scheduled work hours. This time is to be taken as in lieu time
- look to cover (where possible) the absence of the other maintenance staff member
- the Maintenance Officer will, at times, be required to undertake other duties related to the role as directed by the Principal in consultation with the Business Manager

Personal Attributes –

- Support of the Vision and Mission of Iona College Geelong as a Catholic College;
- Loyalty, trustworthiness, dependability and reliability;
- Given the nature of the establishment of a new College - flexibility, patience and resilience will be key personal attributes particularly in stressful situations;
- Compassion, objectivity and clarity when handling difficult situations;
- High-level collaboration skills and accepting accountability when making decisions;
- Ability to seek support and clarification including when handling sensitive situations and information;
- Enthusiasm about working with young people in an educational setting;
- Openness to learning in all situations;
- Ability to adapt skills over time;
- Engage in ongoing relevant professional development;
- the appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information;
- the appropriate referrals to the Principal, Business Manager, Administration staff or other teaching or non-teaching staff when needed.

Skills & Capabilities –

- Show the capacity to provide leadership that is characterised by a desire for continuous improvement;
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures particularly those associated with the establishment of a new College;
- The capacity to multi-task and pay close attention to detail in a timely and responsive manner;

	<ul style="list-style-type: none"> ○ Demonstrate well developed interpersonal and communication skills and the ability to liaise and communicate effectively with others; ○ Willingness to undertake all roles associated with the management of the College with the knowledge that additional support will be provided as the College grows; ○ Have the ability to work effectively as a team member; ○ Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion and tact ○ Ability to work autonomously ○ The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the student services of the College
Background & Qualifications	Experience in a maintenance position preferred but not essential.
Other Requirements	Valid Working with Children Card. Current First Aid Certificate (training will be provided if you do not have this)
Contract and Conditions	Employment: 12 month position with the possibility of ongoing employment. Conditions: Entitlements under the Victorian Catholic Education Multi-Enterprise Agreement 2018
Timeline	Advertising: Saturday 7 December Applications Close: Friday 13 December Shortlisting: Monday 16 - Tuesday 17 December Interviews: Thursday 19 December (Iona Cottage- 260 Horseshoe Bend Road, Charlemont)
Authorised by: Foundation Principal December 2019	
Process	
<ul style="list-style-type: none"> (i) Submission of application letter (maximum two pages) outlining skills, which position(s) you are applying for, experience and reasons why you wish to join the staff of Iona College Geelong. (ii) Submission of Resume including the name and contact details of three professional referees (including current Principal if currently working in education setting)* (iii) Applications must be emailed to: employment@iona.vic.edu.au <p><i>*Contact will not be made with any referee until after shortlisting and interviews have taken place</i></p>	