



Melbourne Archdiocese
Catholic Schools



Iona College Geelong Casual Handyman/Labourer

The Casual Handyman/Labourer supports the Maintenance Team in maintaining the College's buildings and grounds. The role involves a variety of general maintenance and labouring duties to ensure the school environment is clean, safe, and well presented for students, staff, and visitors.

REMUNERATION SCALE:	School Service Officer Level 2 Cat A - \$42.20 per hour
FULL TIME EQUIVALENT:	Casual
REPORTS TO:	Maintenance Manager and Business Manager

STATEMENT OF DUTIES	
Key Responsibilities	<ul style="list-style-type: none"> • Assist with the maintenance and presentation of school grounds, gardens, and outdoor areas. • Empty bins and manage waste disposal around the school. • Undertake general labouring tasks including lifting, moving, cleaning, and basic repairs. • Support the maintenance team with upkeep of buildings and facilities. • Assist with event and furniture set-ups and pack-downs as required. • Carry out minor gardening tasks such as mowing, edging, trimming, and watering. • Ensure equipment and tools are used safely and stored appropriately. • Report any hazards, damage, or maintenance issues promptly. • Follow all workplace health and safety procedures. • Perform other duties as directed by the Maintenance Manager.
General	<ul style="list-style-type: none"> • Model and celebrate behaviours that reflect the values of Catholic Education and represent the College in a positive and professional manner. • Strive to achieve the College vision, mission, and goals. • Contribute to a culture that engenders transparency, responsibility, and accountability. • Attend all relevant directed activities and staff meetings. • Attend whole school events as directed by the Principal. • Undertake other duties related to this role as directed by the Principal, Deputy Principals, or Business Manager.
Key Relationships	Internally <ul style="list-style-type: none"> • Principal • Deputy Principals

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	<ul style="list-style-type: none"> • Business Manager • Maintenance Manager • Staff <p>Externally</p> <ul style="list-style-type: none"> • Parents and visitors
Risk and Occupational Health and Safety	<p>Staff at Iona College Geelong will:</p> <ul style="list-style-type: none"> • Comply with legislated occupational health and safety practices and participate in consultative processes. • Observe safe work practices in accordance with training and instruction given. • Identify, report and where appropriate, action risks/hazards to eliminate or mitigate against the risk reoccurring (risks arising in the workplace may be financial, site, task or person specific or related to safety). • Promote and implement Occupational Health and Safety and risk mitigation processes within the College.

QUALITIES AND CAPABILITIES

Commitment to Catholic Education	<ul style="list-style-type: none"> • An understanding of the ethos of a Catholic school and its mission. • A commitment to Iona College Vision & Mission.
Commitment to Child Safety	<ul style="list-style-type: none"> • An understanding of child safety and appropriate behaviours when engaging with young people. • A willingness to obtain a Working with Children Check and National Police Record Check. • Be familiar with the legal obligations relating to child safety (mandatory reporting). • Demonstrate an understanding of Victoria's 11 Child Safety Standards.
Knowledge and Understandings	<ul style="list-style-type: none"> • A comprehensive understanding of the College's policies and procedures. • Use the appropriate avenues and resources when seeking support and clarification including when handling sensitive situations and information.
Skills / Attributes	<ul style="list-style-type: none"> • Reliable, punctual, and hardworking. • Physically capable of performing manual labour. • Able to follow directions and work both independently and as part of a team. • Practical, hands-on approach to work tasks. • Positive attitude with attention to detail and care for presentation of the school environment. • Commitment to safe work practices.

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Experience and Qualifications	<ul style="list-style-type: none">• Experience as a labourer• Previous experience in the education sector is desirable but not essential.
Other Requirements	<ul style="list-style-type: none">• Valid Working with Children Check.• National Police Check.• Have Australian citizenship or permanent residency or hold a visa with appropriate working rights.• Comply with the Iona College Child Safety Commitment.
Contract & Conditions	Employment: Casual. Commencement Date: ASAP Entitlements under the Catholic Education Multi Employer Agreement 2022
Authorised by	Damian McKew- Foundation Principal
Date	October 2025

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