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**MOUNT ALBERT GRAMMAR SCHOOL**

**Job Description**

**Caretaker/General Maintenance Person**

**Responsible to**: Property Manager

Director of Finance and Operations

**Functional Relationships with:** Property administrator, Grounds Staff, All Staff (teaching and non-teaching)

**Hours of Work:** Fulltime

**Primary Objective:** Work as part of a team tomaintain a professional image for the school by providing services in the upkeep of the grounds and premises that meet the highest possible standards.

Enable Mount Albert Grammar School to remain functional to full capacity.

**Key skills for the position:**

* Honest
* Reliable
* Motivated and fit
* Committed to completing tasks to a high standard
* Responsible and shows initiative
* Able to communicate with clarity and conciseness
* Able to follow instructions and work unsupervised
* Have good carpentry skills
* Maintenance background/experience
* Able to communicate with a range of people, ethnicities and cultures
* Must have current drivers licence

**Key Tasks:**

* Assist Property manager and department in the day to day running of the school and grounds.
* Carry out preventive maintenance and general repairs (e.g. timber doors and windows, desks, cupboards, general carpentry jobs).
* Touch up paint work were necessary.
* Furniture moving as required
* Attend to emergency jobs such as broken windows, spills or damage
* Repair door handles, hinges, minor lock repairs, etc.
* Attend to minor plumbing repairs.
* Maintain all tools and equipment to a high standard and report any faults immediately.
* Maintain the Dangerous Goods Cabinet and all contents in a safe manner.
* Detection and removal of graffiti with serious incidents being reported to Property Management immediately.
* Fortnightly recycle bin collection and distribution
* Conduct litter bin run in the event that the Assistant Groundskeeper is unavailable.
* Assist Property Management with other tasks as required.
* Check tools and tidy work area.
* Take responsibility for alarm and fire systems and tend to alarms as they occur
* Set and unset alarms as required
* Investigate and rectify any issues with the alarms, as required
* Provide on-site security and monitoring of CCTV as required
* Replace Airoma air canisters at the start of each term
* Photograph and report property damage
* Assist ground staff with grounds maintenance as required
* Provide assistance, as required, with the Building Warrant of Fitness e.g. Conducting maintenance checks.
* Lock the school daily (from 5.15pm – 7.15pm). Ensure all doors, windows and gates are shut and locked.
* Be available to assist, as required, with performing arts productions
* Help contractors as needed, such as holding a ladder, guiding them to the correct location, or explaining the required repairs.
* Other duties as required

**Pay Rate:**

This position is graded as Support Staff in Schools Collective Agreement Administrative.