



**MARIAN  
COLLEGE**

## Maintenance & Property Officer

<b>POSITION:</b>	Maintenance & Property Officer
<b>REPORTS TO:</b>	Business Manager and Principal
<b>ROLE TENURE:</b>	Ongoing
<b>FTE:</b>	0.8
<b>CONDITIONS:</b>	Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) Category A. Remuneration is dependent on skills and experience.

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### OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationships, they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

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### ROLE DESCRIPTION

The Maintenance and Property Officer play a vital role in supporting the Principal and the Business Manager by ensuring the planning, development, maintenance, and protection of the College's grounds and physical assets. Reporting to the Property Manager, this position involves a broad range of responsibilities aimed at maintaining a safe, well-presented, and functional environment for students, staff, and visitors.

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### CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

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### RESPONSIBILITIES:

#### MAINTENANCE & EQUIPMENT

- Perform a wide variety of general and semi-skilled maintenance activities, including routine, minor, and preventative maintenance across College buildings and facilities within required timeframes.
- Conduct inspections, maintenance, and repairs with minimal disruption, ensuring a safe, functional, and well-presented environment for students, staff, and the wider community.
- Operate and maintain machinery, tools, and equipment in a safe and serviceable condition.
- Support compliance with Workplace Health & Safety (WHS) requirements, including conducting regular safety checks of buildings, grounds, and equipment.
- Remove rubbish from College grounds on a regular basis.
- Transport goods to and from external locations and assist with the collection and delivery of parcels across the College.
- Set up and pack down venues for assemblies, liturgies, staged events, and community functions in accordance with required timelines.

- Attend after-school events as required to assist with set-up and pack-down (time in lieu negotiated).
- Open and close the College as directed.
- Provide timely responses to maintenance requests and support general logistical needs across the College.
- Contribute to emergency preparedness procedures, including fire safety checks and evacuation support.

### **PROFESSIONAL LEARNING**

- Engage in ongoing professional development to enhance administrative, communication, and customer service skills.
- Stay informed about school policies, procedures, and emerging best practices to improve efficiency and service.
- Actively seek feedback and reflect on performance to contribute to continuous improvement in the role by participating in an Annual Review Process.

### **OTHER**

- Commit to ongoing professional development in your area of work.
- Be open to researching areas of interest guided by the College School Improvement Plan.
- Other duties as directed by the Principal.

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## **ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE**

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### **GENERAL:**

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College community.
- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.

### **RISK AND OCCUPATIONAL HEALTH AND SAFETY:**

- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

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## **KEY SELECTION CRITERIA**

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1. General Maintenance Competency
2. Knowledge of WHS Requirements
3. Ability to Operate Equipment and Machinery
4. Time Management and Initiative
5. Teamwork and Communication Skills
6. Commitment to Child Safety
7. Alignment with Catholic Ethos

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## **QUALIFICATIONS**

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### **ESSENTIAL**

- Working With Children Check & A current and satisfactory National Police History Check.
- Relevant trade qualification, certificate, or demonstrated experience in building maintenance, facilities, horticulture, landscaping, or a related field.

### **Desirable**

- Minimum Level 2 First Aid Certificate
- Experience working in a school environment.