



ROLE DESCRIPTION

General Hand/Handyman

1. PURPOSE

The role of Handyman is responsible for ensuring the school campuses are maintained to an acceptable and safe level. You will become part of the wider team which takes pride in the appearance of the campuses and identifies maintenance issues that need to be resolved.

The role also entails assisting with setups and take downs for school events and supporting all members of the school community with school activities

2. REPORTING RELATIONSHIPS

This role reports to the Facilities Manager and at times may be supervised by the Facilities Leading Hand.

3. RESPONSIBILITIES

- Perform basic tasks including painting and filling crevices, clean facilities and managing maintenance repairs.
- Monitoring and logging any maintenance faults that need actioning
- Actioning jobs logged via the helpdesk system
- Setting up for school events and activities
- Liaising with external trades
- Be a member of the school Emergency Response Team

4. REQUIREMENTS

It is a requirement that the Handyman is loyal to the ethos of the College and the Edmund Rice Charter and will demonstrably enact College Policies and support the Executive and Principal.

Knowledge and experience

- Trade background would be advantageous
- Previous work in a school environment would be advantageous
- Working With Children Check (WWCC) clearance.
- Drivers licence

Practical and specialist skills

- Strong handyman skills including woodwork, painting, outdoor work, plastering and general maintenance skills.
- Problem solver.
- Ability to work unsupervised and provide direction for others
- The applicant needs to be in good physical condition.

Competencies

- **Accountable**
Delivers on commitments, takes responsibility for actions, decisions and outcomes and ensures the same of others.
- **Attention to Detail**
Thoroughness in completing all tasks with high concern for accuracy, quality and doing things properly. Follows established procedures where applicable.
- **Customer focus**
Identifies and understands students and staff needs and builds collaborative relationships with both internal and external customers in order to satisfy needs.
- **Decision Making**
Ability to recognise problems or opportunities, analyse alternatives, consider options, make sound judgements and choose an appropriate course of action to achieve desired outcomes/solutions.
- **Planning & Organising**
Uses time effectively and has the ability to successfully break project/job requirements down into tasks, establish objectives, milestones and frameworks in order to deliver results.
- **Responsible**
Taking accountability and being answerable for one's actions and outcomes. Takes ownership and control in order to fulfil one's obligations to make things happen.

- **Responsive**
Acts quickly in answer to requests/demands and changing environment and expectations. Identifies and acts on opportunities
- **Teamwork**
Willingness to participate as a member of a group that shares a common interest working together co-operatively and productively to achieve results. Effective contributor that interacts within the group and participates in activities.