

Position Description

General Hand



To work in a Loreto school is to be part of a vibrant tradition reaching back to 1609 when Mary Ward established the Institute of the Blessed Virgin Mary (IBVM).

The Loreto Schools of Australia Mission Statement (2010) embodies this vision:

Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

Employment Type: Full Time / Part Time

Hours of Work: Variable between Monday – Friday 7:30am – 5:00pm (includes 30min unpaid lunch break)

Direct Reports & Relationships:

The Principal is the employing authority and delegates management of this position to the Director of Finance and Business Operations

The General Hand:

- works under the general direction of the Manager – Facilities, Strategy, Services and Operations
- is not responsible for the supervision of any other staff member

Remuneration

The position is classified as Level 3 in the “School Services” structure as set out in the Catholic Employing Authorities Single Enterprise Collective Agreement - Religious Institute Schools of Queensland.

Position Overview

The position provides general assistance across the Facilities & Services Section.

Key Selection Criteria

Staff at Loreto College are selected based on outstanding professional and personal qualities.

Expectations include:

- Demonstration of high standards of personal presentation, organisation, communication with staff, families, and other stakeholders, and in respecting the ethos and protocols of the College.
- Demonstrated customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs.
- A commitment to the goals, ethos, vision, strategy, and Mission of the College as a Catholic School in the Loreto tradition.
- Adherence to the policies, procedures, and practices of Loreto College including Work, Health and Safety policies and practices
- Maintaining confidentiality and integrity in all work-related matters at all times
- Well-developed time management skills, initiative and organisational ability including the ability to prioritise tasks to achieve set outcomes.
- Demonstrated knowledge of information technology, including basic MS Office 365, databases, file management and other software platforms as appropriate.
- Compliance with and understanding of the College’s Student Protection Policy & Processes.
- Current Positive Working with Children check is mandatory.



Duties & Responsibilities

The duties of the position include:

- Assist with maintenance and cleaning across the College e.g. change light bulbs, general repairs and handyman duties, unblocking toilets, etc
- Set up and pack down of school functions
- Set up sporting equipment for sports days
- Assist with maintenance of pool
- Cleaning drains and gutters
- Blowing down paths
- Clearing sewerage drains
- Assist the Groundsman with general gardening e.g. hedging, weeding, planting
- Assist with school holiday projects
- Pressure cleaning of surfaces
- Unlock and Lock up of school premises when required
- Other duties as assigned from time to time by the Facilities Manager
- Be available to cover other facilities staff due to annual leave or other leave
- Be available for weekend work and flexible with start and finish times as required
- Other duties as requested by the Principal, Director of Finance and Business Operations and/or another CLT member

Accountability & Extent of Authority

The General Hand

- does not have authority to make any capital equipment purchases.
- has the authority to communicate any concerns related to students directly to the Director of Pastoral Care

Compliance Responsibilities

All staff are required to comply with all policies, procedures, and requirements for:

Student Protection

Student protection is everyone's responsibility. At Loreto College all persons undertaking work for or on behalf of the College, have a shared responsibility for contributing to the safety and protection of children. All persons are required to be familiar with the content of our Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Guidelines and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse. All individuals are required to fully participate in and understand the content of any training provided.

Risk Management

Risk Management is the responsibility of all persons undertaking work for or on behalf of the College. Workers must comply with the risk management roles and responsibilities associated with their position and adhere to Loreto College's Risk Management Procedures.

Work, Health and Safety

Actively participate in the promotion of a safe and healthy workplace by performing all tasks in accordance with safety instructions, adhering to responsibilities as outlined in the Workplace Health & Safety Policies, and proactively identifying and reporting all hazards, incidents, and injuries to managers.

Code of Conduct and Dress Code

Comply with all Loreto College Code of conduct and dress code standards. It is expected that a professional standard of presentation will be maintained at all times.

Skills & Knowledge

Qualifications, Skills & Experience

- A valid Queensland Working with Children Check Positive Paid Employee Notice.
- Current First Aid Certificate.
- A trades background and/or prior work experiences which will facilitate competency in the position.
- Knowledge of general building and equipment maintenance.
- The ability to perform minor repairs to facilities and equipment.
- A valid Queensland drivers' licence

Personal Qualities

- Excellent people, communication, and leadership skills with dynamic work habits
- Solutions orientated and the ability to work autonomously and proactively while maintaining a high level of discretion, integrity, confidentiality, and diplomacy
- Ability to manage time and planning and to organise own work and that of others to achieve set and specific objectives in an efficient way and within resources available
- Well developed organisational and planning skills.
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines.
- Personal sense of initiative, enthusiasm, and high energy.
- High attention to detail, commitment to customer service and ongoing improvement.
- A resourceful team member who can operate in a collaborative and inclusive environment.

Acknowledgement

I acknowledge that I have read and understood the above duties, expectations and requirements specific to the position. I confirm that my skills and/or qualifications meet the requirements for this position.

Employee Name: _____

Employee Signature: _____

Date: ____/____/____

Manager Name: _____

Manager Signature: _____

Date: ____/____/____