



Position Description

Position Details

Position Title	Caretaker
Department/s	Buildings, Gardens & Grounds
Reporting to	Chief Operations Officer (COO)
Key Liaisons	Facilities Team
Employment Type	Part-time contract role with a view to permanency, 15 hours per week allocated time with additional hours for events
Pay Classification	Queensland Anglican Schools Enterprise Agreement 2018 (EA) Miscellaneous Award Level 2-3
Last Review Date	November 2021

Our School

Hillbrook is a co-educational school of 810 students from Years 7 - 12, established in 1987. The School is growing in size over the next 3 years with up to 900 students by 2024. The School's motto, "In Balance We Grow" underpins life at Hillbrook, which prides itself on its focus on quality teaching and learning and a specialisation in the nurturing of adolescents. We aspire to provide all members of our staff and student body with support in a community environment. Students are encouraged to engage in a range of pursuits to achieve a balance between the academic, creative, physical and spiritual aspects of their lives.

Staff at Hillbrook are encouraged to become involved in the collegial ethos of the school. All employees need to be supportive of the core values of Hillbrook.

The School Leadership Team (SLT) comprises the Principal, two Deputy Principals and a Chief Financial Officer (CFO) and a Chief Operations Officer (COO).

The Role

The Caretaker position is responsible for ensuring the School premises are kept clean and safe in the afternoon and after-hours, including:

- security, including the provision of after-hours access and lock up of School facilities



- liaising with the School's Facilities Coordinator and COO regarding maintenance and repairs of School equipment and buildings, performing repairs and maintenance as needed
- monitoring cleaning standards, both for general School cleaning and cleaning after School or external events

Key Responsibilities

Responsibilities include, but are not limited to supporting a safe and secure School environment:

- Carrying out security procedures for School buildings and grounds, including routine security inspections and monitoring staff and contractor access to the School after hours and on weekends.
- Providing access to all facilities for scheduled events, which will be either School managed events or events from external parties that hire the School facilities.
- Security check and lock up of all School facilities after events, which will include an inspection of the areas used to ensure they are left tidy and in good working order for the following school day, and liaising with third parties and cleaners where necessary to ensure cleaning standards are consistently delivered.
- Contacting and liaising with contractors and or the appropriate emergency services in relation to the fire, flood, break in, vandalism or an accident.
- Carrying out necessary duties in relation to arming and disarming alarms or false alarms and investigating cause.
- Assist with or direct contractors who are engaged to undertake repairs of the buildings or fittings after hours and inspect and monitor the work performed.
- Undertake any non-specialist maintenance work, where such work is approved by the COO, and is within the reasonable capacity of a normal handy person, with strict adherence to workplace health and safety regulations.
- Notify the COO of any extraordinary repairs or replacements of fittings required, that are not considered an emergency and follow up on this work.
- Accept deliveries for the School that may be delivered outside normal operating hours.
- Monitor cleaning work undertaken by the School's cleaners on an ad hoc basis to ensure the quality of cleaning standards are consistently delivered. Maintaining records of areas missed or improvements in performance.
- Carry out maintenance of lawn and minor repairs for school's residential accommodation located at 38 Hurdcotte Street (premises) where possible. Repairs can otherwise be contracted at the expense of Hillbrook as approved by the COO.
- Premises improvements, as approved by the COO, may be performed by the Caretaker.
- The Caretaker agrees in assisting Hillbrook to maintain accurate records of his/her working hours. Any work engaged in by the Caretaker will be considered necessary as part of carrying out the caretaking duties for the School as presented above.



Competencies/ Selection Criteria

1. Experience

School experience is highly regarded but not essential.

2. Knowledge, Skills and Competencies

- The ability to work in a flexible manner and prioritise workloads, due to the frequency of ad hoc requests.
- The ability to work productively, even without direct supervision and passionate about delivering excellence in customer service.
- A sound knowledge of workplace health and safety regulations, including risk assessment and implementing strategies to mitigate any identified risks.
- The ability and confidence to undertake security work which may include requesting intruders to leave the School premises, whilst maintaining a sense of calm
- The ability to effectively liaise with staff, departments and industry in an articulate, pleasant and professional manner.
- Ability to conduct inspections and record the work performance of others who are external to the School.
- Possess positive and friendly interpersonal skills, and are highly motivated and proactive
- Competence in handy person work (desirable) and the ability to effectively communicate with a variety of trade services and contractors.
- Possession of a 'Working with Children' suitability card.
- First Aid certificate; or willingness to obtain necessary training.

Conditions, Entitlements and Benefits

- This is a **12 month contract** position with a view to permanency.
- The role will commence as **part time** (a minimum of 15 hours per week, working 2.30-5.30pm Monday to Friday, plus additional hours in the evening and on weekends to open/ close up the school for events and provide general security for the School premises).
- The salary package includes **subsidised accommodation** at the 3 bedroom house across the road from the School at \$250 per week.
- Annual leave accrues at 20 days per annum and includes a summer holiday leave loading.
- Personal leave accrues at 10 days per annum.
- Long Service Leave accrues at the rate of 1.3 weeks for each completed year of service with entitlements accessible after 7 years continuous service.



- Employer superannuation of 12.75% is available where staff make voluntary contributions of 5%. Employer super is paid in addition to salary.

Application Process

The closing date for applications is **Monday 6 December 2021**.

In your application, you should include:

- Resume - highlighting experience, skills and trades relevant to the position.
- Why you are interested in this position.

All applications should be addressed to the Chief Operations Officer and emailed to:
positions@hillbrook.qld.edu.au

Receipt of application will be acknowledged by email. The Principal reserves the right to fill the position by invitation or to re-advertise the position. After the closing date, short-listed applicants will be contacted by the School, in order that an interview can be arranged. Only short-listed applicants will be contacted