



## **JOB DESCRIPTION CABINET MAKER**

<b>Employment Conditions</b>	<b>Fulltime, ongoing subject to successful completion of 6 month probation period</b> <b>In accordance with the Educational Services (Schools) General Staff Award</b>
<b>Reports to</b>	<b>Property Manager</b>
<b>Last Revised</b>	<b>April 2024</b>

Our overarching purpose is **to engage hearts and ignite curious minds**.  
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

**OUR PURPOSE:** To engage hearts and ignite curious minds.

**OUR VALUES:** • Courage • Respect • Aspiration • Compassion • Integrity

### **ROLE**

The role of the Cabinet Maker is to make cabinets and other furniture as required, as well as undertake general carpentry and or maintenance work around the School.

### **RESPONSIBILITIES**

- Create cabinet work such as working desks, cupboards, office fit outs, boarding house furniture
- Undertake repairs to interior and exterior building fittings
- Assist the maintenance team with the set-up for functions and examinations
- Unlock the school grounds on arrival each morning
- Conducting boarding house maintenance as required
- General maintenance duties
- Other duties as required

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

## EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

### Education/Qualifications

#### *Essential*

- Trade qualifications in cabinetmaking and carpentry, or progression towards (3+ year apprentice)
- Class 'C' Driver's Licence

### Experience and Skills

#### *Essential*

- Understanding of general maintenance work on buildings.
- Ability to measure and plan spaces for cabinetry and fit out.
- Good organisational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively as part of a team and as an individual.
- Ability to successfully execute tasks on time in a busy environment.
- Use of initiative and ability to work unsupervised.
- Ability to identify, report and rectify problems as they arise.
- Maintain a high level of resilience and emotional agility.
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

### Personal Qualities

#### *Essential*

- Self-motivated.
- Flexibility in work hours where required.
- Ability to communicate positively and effectively with all members of the School community.
- Ability to work under pressure in a calm and methodical manner.
- Good sense of humour with a positive outlook.

## WORKING RELATIONSHIPS

### Internal

Principal  
Executive staff  
Head of Property and Facilities  
Property Manager  
Administrative staff  
Teaching staff

### External

Suppliers and contractors

**OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES**

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.