



POSITION DETAILS

Employment Conditions Full-time, ongoing subject to successful completion of 6 month probation period

In accordance with the Educational Services (Schools) General Staff Award

Reports to Property Manager

Last Revised January 2026



OUR PURPOSE: To engage hearts and ignite curious minds.

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

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

ROLE

Being part of the Maintenance team, the role of the Carpenter/Maintenance Person is to make cabinets and other furniture as required, as well as undertake general carpentry maintenance work around the school.

RESPONSIBILITIES

Responsibilities for this role include:

- ◆ Creating cabinet work such as working desks, cupboards, office fit outs, boarding house furniture
- ◆ Repairs to interior and exterior building fittings
- ◆ Assisting the maintenance team with the set-up of functions and examinations
- ◆ Conducting boarding house maintenance as required
- ◆ General maintenance duties
- ◆ Other duties as required by the Property Manager and Director of Business Operations

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

Essential:

- ◆ Trade qualifications in cabinetmaking and carpentry
- ◆ Class 'C' Driver's Licence

EXPERIENCE AND SKILLS

Essential:

- ◆ Ability to work collaboratively as part of a team and as an individual
- ◆ Excellent communication skills
- ◆ Experience in general maintenance work on buildings
- ◆ Ability to successfully manage a number of diverse priorities in a busy environment

ATTRIBUTES

Essential:

- ◆ Communicates positively and professionally with all members of the School community.
- ◆ Committed to ongoing professional learning and the desire to be part of a dynamic educational team.
- ◆ Engages enthusiastically in cocurricular activities.
- ◆ Demonstrates warmth, approachability, and a positive outlook.

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 the St Mary's Child Safe Policies and Codes of Conduct. 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.