



**St Mary's**  
ANGLICAN GIRLS' SCHOOL

## MAINTENANCE & EVENTS SETUP OFFICER

### 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 Maintenance Officer is to assist with events and functions, as well as undertake general maintenance work around the School.

### RESPONSIBILITIES

Responsibilities for this role include:

- ♦ Work in collaboration with the maintenance team to undertake the set-up and pack-down of events, functions, staging, and examinations
- ♦ Assist with office fit outs and relocation of desks and equipment
- ♦ Undertake general maintenance work as needed
- ♦ Undertake the safe operation of tools, plant and equipment including transportation vehicles
- ♦ Ongoing upkeep of the presentation and tidiness of the school grounds
- ♦ Other duties as required by the Property Manager

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

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### Essential:

- ◆ Class 'C' Driver's Licence

### Desirable:

- ◆ Trade Certificate(s)

## EXPERIENCE AND SKILLS

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### Essential:

- ◆ High level of physical fitness and strength
- ◆ Experience in handyman or maintenance work
- ◆ 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

### Desirable:

- ◆ 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

## ATTRIBUTES

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### 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

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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.