



MaristCollege
Canberra

COLLEGE CARETAKER

Role Description

In broad terms the College Caretaker is responsible to the College Headmaster through the Director Business Services and College Facilities Manager to carry out their duties on a day to day basis as requested by the College Facilities Manager.

DUTIES

This job description indicates the range of duties and level of responsibilities involved. It is not necessarily exhaustive. An example daily duties list is attached.

The College Caretaker is responsible, in general terms, for the security of the College premises. These duties include:

- 1) Carry out security arrangements for buildings, contents and grounds. This includes but is not limited to:
 - a) Ensuring premises are locked and unlocked at scheduled times.
 - b) Patrolling premises to identify unwanted trespassers and requesting them to leave College grounds.
 - c) Requesting the removal of unauthorised parked vehicles within the premises in accordance with College guidelines.
 - d) Assisting with hire of College facilities in the evenings and at weekends.
 - e) Reporting incidents such as vandalism, to the police and the Facilities Manager.
 - f) Reviewing footage from security cameras to identify incidents and maintain watch over College assets.
 - g) Assisting the College community and visitors with directions and access requirements.
- 2) Carry out security and emergency maintenance arrangements for the College Headmaster's residence.
- 3) Undertake ad hoc cleaning and emergency cleaning as required and as directed.
- 4) Other duties as directed by the Headmaster or their delegate.

The College Caretaker is required to:

- live on site at the College,
- adhere to the College Code of Conduct and all other College policies,
- meet employment screening requirements,
- hold a current WWVP registration card.

SKILLS AND INTEREST

The College Caretaker needs to be:

- capable of establishing good working relationships with the College staff, cleaners, parents, students etc.
- be aware of safety and security issues in a school,
- flexible in their approach to planning the working day,
- well organised, conscientious and reliable.
- able to carry out the physical duties associated with the role.

REMUNERATION

A salary package incorporating accommodation, salary and rostered weekends off will be negotiated dependent upon experience and qualifications. Conditions associated with the position are in accordance with the Support Staff (Daramalan College, Marist College Canberra, and St Edmund's College, Canberra) Multi-Enterprise Agreement 2015-2019 (the Agreement).

HOURS OF DUTY

The College Caretakers' hours of duties are set by the College Headmaster. Days worked are generally Saturday – Wednesday, with Thursday and Friday days off. Hours of duty will be as outlined in the Example Daily Duties listed below.

APPLICATION SUBMISSION

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to Assistant Head of School – Staff, Mr Glenn Slater at hr@mcc.act.edu.au or by phoning the staff office on 62987262.

The closing date for applications is **5:00pm Wednesday 20th February 2019**.

The College is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all. Shortlisted candidates will be contacted by telephone to arrange an interview.

Applications should contain:

- A cover letter (2 pages maximum) outlining your experience, skills and interests
- Completed College Application Form – Support Staff
- Updated resume

Applications can be received by:

- Post - PO Box 727 Mawson, ACT 2607
- Email – hr@mcc.act.edu.au
- Delivered directly to the main College reception.

COLLEGE CARETAKER – EXAMPLE OF DAILY DUTIES

Monday to Wednesday	
3:00 pm	Bundy clock on. Meet with Facilities Manager for handover. Commence duties.
4:15 pm	Take down flags and road crossing
4:30 pm	First lock up of College <ul style="list-style-type: none"> - All external doors - Pedestrian gates
5:30 pm	Check Marcellin Hall
6:30 pm	Meal break (30 minutes)
7:00 pm	Continue with duties.
8:10 pm	Commence final lock up. If evening event on, last gate etc can't be locked until last person has left. Ensure all windows and doors are locked. Note: Cleaners are expected to lock doors and windows as they finish cleaning an area.
	Turn alarms on. Bundy clock off.
Overnight	On call.

Saturday and Sunday	
Hours are approximate and need to be flexible	Summer: 7:30am till last person left Winter: 7:00am till last person left
Commencement time	Bundy clock on Open gate #2 and appropriate pedestrian gate/s
During day – if game day	Patrol: <ul style="list-style-type: none"> - Security matters - Parking management - Rubbish management - Request animals to be removed from property
During day – if not a game day	Patrol: <ul style="list-style-type: none"> - Security matters
1 hour prior to close	Start patrolling on Golf Cart and asking people to leave to avoid being locked in. Progressively lock gates during patrol.
End of day	Lock final gate and turn on alarms after last person has left. Bundy clock off.
Overnight	On Call