



Position Title	Maintenance Officer
Reports To	Head of Grounds and Maintenance
Department	Grounds and Maintenance
Location	All Souls St Gabriels School
Employment Conditions	As per the All Souls St Gabriels School Enterprise Agreement
Classification	Services, Level 2
Contact Officer	Business Manager
Phone	07 4787 1433
Email	employment@allsouls.qld.edu.au

About All Souls St Gabriels School

All Souls St Gabriels School (ASSG) is an independent, co-educational, Pre-prep to Year 12 day and boarding school in the Anglican tradition. Located in Charters Towers, 130km southwest of Townsville, the School caters to students from all over Queensland and the Northern Territory. Charters Towers is an educational hub hosting several well-established boarding schools.

Our Mission

To nurture young people in the development of their mind, body, and spirit.

Our Vision

Shaping students who seize opportunities and have the skills, knowledge, and desire to contribute, lead, and serve.

Our Values

- **Integrity** - We are honest with ourselves and others; we listen to our conscience to do the right thing.
- **Respect** - We have respect for ourselves and others, history and tradition, and our environment.
- **Resilience** - We are encouraged to extend ourselves, to see every hardship, challenge, and error as a learning experience and an opportunity to grow.
- **Service** - Our School motto, *Severe regnare est* ("To serve is to reign"), inspires us to think beyond ourselves and to consider the needs of others and our community.

We are a School that actively promotes child-safe standards and is committed to upholding the safety and welfare of our young people as required under the Child Safe Organisation Act 2024.



Position Purpose

The Maintenance Officer is responsible for supporting the upkeep, repair and functionality of the School's buildings, infrastructure, equipment and facilities. The role contributes to providing a safe, well-maintained and operational environment for students, staff and visitors.

While the primary focus of the role is building and facility maintenance, the Maintenance Officer will assist with grounds and operational activities as required.

Organisational Relationships

Internal Relationships

- Head of Grounds and Maintenance
- Grounds and Maintenance Team
- Business Manager
- Other Members of Staff
- Students

External Relationships

- Contractors and Tradespeople
- Suppliers and Service Providers
- Visitors and Community Members

What Success Looks Like

- School facilities are maintained in a safe, functional and presentable condition
- Maintenance requests are responded to promptly and effectively
- Preventative maintenance tasks are completed as scheduled
- Tools, workshops and storage areas are maintained to a high standard
- School events and operational activities receive timely support
- Safe work practices are consistently demonstrated

Key Accountabilities

Building and Facility Maintenance

- Undertake routine maintenance and minor repairs across School facilities
- Assist with carpentry, painting, patching, repairs and installation works
- Maintain doors, gates, fences, fixtures and fittings
- Monitor facilities and report maintenance issues and defects
- Support preventative maintenance programs
- Maintain workshops, tools and equipment in a clean and serviceable condition

Contractor and Asset Support

- Assist contractors and tradespeople undertaking work on campus.
- Support the delivery of maintenance projects and upgrades.
- Assist with inventory, equipment and asset management activities.
- Maintain records as directed.

Operational and Event Support

- Assist with the setup and pack down of School events and functions.
- Move furniture, equipment and materials as required.
- Assist with grounds duties when required.



Workplace Health, Safety and Compliance

- Comply with School policies and procedures.
- Follow safe work practices and WHS requirements.
- Report hazards, incidents and maintenance concerns promptly.
- Maintain required licences, certifications and clearances.
- Participate in mandatory training programs including child protection training annually.

Extent of Authority

- Undertakes routine maintenance activities within approved procedures.
- Operates tools and equipment within training and licence requirements.
- Identifies and escalates major maintenance matters and specialist works to the Head of Grounds and Maintenance.

Key Challenges

- Managing maintenance priorities across multiple buildings and facilities.
- Responding to urgent repair requests while maintaining preventative maintenance schedules.
- Working safely around students, staff and contractors within an operational school environment.

Ideal Candidate

Mandatory Requirements

- Current Queensland Working with Children Check (Blue/Exemption Card)
- Legal right to work in Australia
- Current Queensland Drivers Licence
- First Aid and CPR qualification
- Ability to undertake physical work

Desirable Qualifications and Experience

- Experience in facilities maintenance, construction, property maintenance or a related field.
- Trade qualification or demonstrated maintenance experience.
- LR Drivers Licence.
- Working at Heights certification.
- First Aid qualification.
- Other relevant trade, machinery or plant licences and certifications.

General Skills and Abilities

- Practical maintenance and repair skills.
- Ability to use hand and power tools safely.
- Strong problem-solving and troubleshooting abilities.
- Ability to work independently and collaboratively.
- Strong organisational skills and attention to detail.
- Commitment to workplace health and safety