



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position
Boatman

Reporting to

The Property Manager, through the Head of Rowing

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield and is coeducational with 650 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,200 boys - day students and boarders.

Purpose of the Role

The Boatman plays an important role in supporting the School's active rowing program. Based at the School's boat sheds on the Yarra River, the boatman is responsible for the maintenance and management of the Schools extensive rowing fleet and ancillary equipment. The successful applicant would also be heavily involved in regatta logistics and in rowing training camps.

Key Relationships/Contacts

Property Manager	Head of Rowing
Director of Sport	Teaching & Professional Staff
Sports Coaches	Student Wellbeing and Performance Coordinator (Rowing)
Students	Property Services Team
Contractors	

Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

- Work closely with the Head of Rowing and Property Services Team to maintain the school's rowing facilities
- Coordinate and transport rowing equipment to and from regatta, camps and rowing events
- Regular maintenance of school assets and where necessary, the repair of boats owned by the school
- Maintain or where necessary organise servicing of all rowing program assets including but not limited to: Motor Boats, Rowing Trailers, Vehicles, Cox Boxes, Boats, Oars, Bicycles and Megaphones
- Induct students and new staff in relation to loading and unloading trailers, safe use of boat lifting equipment
- Liaise with the Property Team to coordinate all school contractors working within the boathouse complex including induction of new contractors
- Use and operate vehicles, machinery and other equipment in accordance with safety requirements
- Maintain the workshops in a neat and tidy manner
- Perform basic maintenance to building fabric of the boathouse complex
- Coordinate any maintenance and security issues within the boathouse complex with the Property Services Team
- Maintaining maintenance records in accordance with documented policies and procedures.
- Occasionally provide afterhours urgent break down assistance that effect security or safety.
- Attendance at regular Maintenance toolbox meetings.
- Undertake Safe Work Method Statements (SWMS) to appropriately manage and mitigate associated task risks.
- Adhere to and implement all safe working practices and procedures in accordance with Melbourne Grammar School's policies, including the School's Risk Management and Occupational Health and Safety Policy.
- Other reasonable duties as requested by Management to support the activities and operations of the Rowing and Property Services Teams.



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Key Selection Criteria

- Sound Knowledge of boat repair and maintenance processes
- Competency with relevant workshop machinery, trade tools and compliance with machinery maintenance processes.
- Sound communication and interpersonal skills
- Sound knowledge of health and safety requirements in a maintenance or workshop environment.
- Technology and computer literacy.
- Ability to use initiative and demonstrate flexibility and be adaptable where required.
- Demonstrated ability to meet deadlines.
- Have a current drivers license
- Have a current marine license
- Competent swimmer
- Be able to work at sea
- First Aid & CPR Qualifications
- Commitment to, and understanding of, the values and ethos of Melbourne Grammar School.
- Must hold or be willing to obtain a current Employee Working with Children Check

Commitment to Child Safety

Melbourne Grammar School is committed to promoting and protecting the safety and wellbeing of all children and students within the School Environment. The School has no tolerance for child abuse and harm to children and students and takes proactive steps to identify and manage the risks of harm to students.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with a disability, those unable to live at home, international students, and children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+).

Melbourne Grammar adheres to robust human resources practices, in the recruitment, selection and screening of candidates, to ensure that individuals working with children are suitable. The school aims to identify and recruit the best and most suitable candidates who share the School's values and commitment to protect children and students.

All staff are responsible for understanding and applying Melbourne Grammar Schools Child Safety policies and procedures, upholding the overarching principles and values set out by the School and take all reasonable steps to promote and protect the safety of children and students.

All teaching staff are required to have a valid Victorian Institute of Teaching registration, or where appropriate, permission of the Institute to teach.

Risk Management, Occupational Health and Safety

Melbourne Grammar School is committed to providing a safe work and learning environment that supports the health, safety and wellbeing of students, staff, contractors, volunteers and our community.

Staff have a responsibility to:

- Familiarise and adhere to the Schools practices and procedures in accordance with Melbourne Grammar's OH&S Policy and Risk Management procedures
- Co-operate with the School's efforts to comply with its legal obligations under Victorian OH&S legislation.
- Perform duties in a safe manner without risk to health and safety, adhering to the Schools system for reporting OH&S incidents and hazards
- Take reasonable care for the health and safety of self and others, including those under your supervision



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The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent depending on the operational needs and requirements of the School.