MELBOURNE GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Maintenance Carpenter/ Cabinet Maker

Reporting to

Property Manager through the Assistant Property Manager

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,940 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 1,340 boys - day students and boarders.

Purpose of the Role

The Maintenance Carpenter/Cabin et Maker is responsible for carrying out maintenance and minor project or repair work to the School's building fabric, services and infrastructure. The Maintenance Carpenter/Cabinet Maker will also be required to undertake tasks in support of the activities and operations of the Property Services Department.

This position is located primarily on our campus in South Yarra but may be required to work at other MGS locations.

Key Internal Contacts

Assistant Property Manager	Property Manager
Leading Hand & Maintenance Team	Teaching & Professional Staff
Property Services Teams	Subcontractors

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.

Building Fabric Maintenance

- Carry out preventative and reactive maintenance to building fabric across all campuses.
- Undertake repairs and replacement of doors, windows, locks, cabinetry, furniture, joinery, flooring, wall linings and associated fittings to ensure building fabric remains safe and fit for purpose.
- Conduct routine inspections of buildings, structures and facilities to identify defects, deterioration and maintenance requirements and provide recommendations to management for corrective actions and asset improvement opportunities.
- Complete all assigned maintenance tasks (Fixits) in a timely manner, ensuring accurate records are maintained in the CMMS.

Compliance, Health & Safety

- Perform all works safely and without risk to self, colleagues, students or the public.
- Ensure all team members, subcontractors and visitors comply with Health & Safety standards.
- Undertake all works in accordance with relevant policies, SWMS, JSA's, risk controls and School procedures, including the School's Risk Management and Occupational Health and Safety Policy..
- Assist in maintaining safe work zones within active school environments.
- Participate in safety initiatives, toolbox talks and incident resolution.

Minor Works & Projects

- Deliver minor carpentry and building works in accordance with approved project schedules.
- Construct, install and modify fixtures, fittings and joinery to support operational and educational requirements.
- Support project delivery for minor works through site coordination and technical trade input.
- Assist and coordinate specialist contractors undertaking works within areas of responsibility.

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Operational Responsibilities

- Maintain workshop facilities, machinery and tools in a safe, clean and serviceable condition in accordance with manufacturer requirements.
- Maintain maintenance records in accordance with documented policies and procedures.
- Provide logistical and operational support for School events and activities as required.
- Plan and undertake works in a manner that minimises disruption to teaching, learning and School operations.
- Provide after-hours assistance in response to incidents affecting safety, security or operational continuity.
- Maintain knowledge of industry developments specifically relating to relevant trade practices and legislation.
- Other reasonable duties as requested by Management to support the activities and operations of Property Services.

Professional Conduct and Teamwork

- Work collaboratively within the Property Services team and contribute to a positive and professional workplace.
- Demonstrate professionalism, reliability, initiative and adaptability in the delivery of duties.
- Apply strong organisational skills and attention to detail when planning and completing work.
- Communicate effectively with staff, students, contractors and members of the School community.
- Develop and maintain positive working relationships through a professional, responsive and customer-focused approach.
- Use sound judgement and problem-solving skills to resolve issues and identify practical solutions.

Knowledge, Skills and Qualifications

Essential

- Trade qualifications in carpentry or cabinet making or equivalent.
- Experience in maintenance carpentry, facilities maintenance or building services environments.
- Demonstrated competency in the safe use and maintenance of workshop machinery, trade tools and equipment.
- Ability to interpret plans, sketches, specifications and technical documentation.
- Sound knowledge of health, safety and risk management requirements within a maintenance environment.
- Commitment to quality workmanship and continuous professional development.
- Current driver's license.
- Technology and computer literacy, including the ability to utilise maintenance management systems.
- 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.

Desirable

- White Card (Construction Industry Induction).
- Working at Heights certification.
- EWP License or Yellow card.
- Basic scaffolding license.
- Experience working in occupied facilities, educational environments or heritage buildings.

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+).

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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 School's 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 School's 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.