



# HALE SCHOOL

## JOB DESCRIPTION

<b>Date</b>	<b>January 2026</b>
<b>Position Title</b>	<b>Maintenance Officer</b>
<b>Reports to</b>	<b>Maintenance Coordinator</b>
<b>Department</b>	<b>Operations</b>

### GENERAL PURPOSE:

Maintenance Officers at Hale School assist with the maintenance of buildings and equipment and the provision of support services throughout the campus. Each individual's specific tasks will vary depending on their particular skills and the School's requirements on any day.

### RESPONSIBILITIES:

Facilities Maintenance	<ul style="list-style-type: none"><li>• Assist with delivery of Minor Works projects;</li><li>• Carry out general handyperson duties;</li><li>• Assist with facilities and equipment maintenance or inspections, according to skills and abilities;</li><li>• Assist the Maintenance Coordinator with the planning of maintenance tasks received via the School's on-line maintenance request system.</li><li>• Assist with facilities service requirements such as cleaning, waste management, etc.</li><li>• Use the schools' vehicles to pick up materials as directed by the facilities management team</li></ul>
Events Set Up and Equipment Logistics	<ul style="list-style-type: none"><li>• Support the Services Team in carrying out set up and pack down for events such as assemblies, meetings, functions, exams and sports events etc, as required;</li><li>• Support the Services Team in maintaining supply of Facility related equipment and consumables around the School and in the maintenance of the vehicles fleet, as required;</li></ul>
Occupational Safety and Health	<ul style="list-style-type: none"><li>• Assist with providing appropriate induction and training for other staff in relevant Safe Operating Procedures and the School's Safety Management Systems;</li><li>• Assist in providing a safe working environment for staff;</li><li>• Ensure that staff apply safe work practices at all times.</li><li>• Demonstrate an awareness of all emergency management procedures in their work area.</li><li>• Report all incidents / accidents immediately to your line manager</li></ul>

Team Participation	<ul style="list-style-type: none"><li>• Contribute to the aims and objectives of the School;</li><li>• Participate as a member of the Facilities team;</li><li>• Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework;</li><li>• Be aware of and understand the obligations of working in accordance with the School's Mandatory Reporting and Child Protection, Staff Conduct and Discipline, Critical Incident Management Guidelines and Procedures.</li></ul>
Customer Focus	<ul style="list-style-type: none"><li>• Identify customers, both internal and external.</li><li>• Ensure that agreed customer expectations are met.</li></ul>

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

### **KEY WORKING RELATIONSHIPS:**

- Facilities Manager
- Maintenance Coordinator
- Director of Operations and Business
- Director of Finance and Governance
- School contractors and suppliers

### **EMPLOYEE SPECIFICATIONS:**

- Appropriate skills to assist with facilities maintenance with a trade/maintenance background, or handyman skills being highly desirable;
- MR (or higher) level drivers' licence is desirable;
- Moderate level of computer competency for emailing, Excel and Word;
- Good communication skills – written and verbal;
- Good time management and planning skills;
- Adequate strength and fitness to be able to assist with moving furniture and equipment;
- Current Working with Children Check and National Police Clearance issued with the past three years are essential.

## **Child Protection**

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- Promote the safety and wellbeing of children and young people
- Ensure your interactions with children and young people are positive and safe
- Provide appropriate support and supervision of children and young people in your care
- Act as a positive role model for children and young people
- Participate in regular performance management and professional learning linked to our Codes of Ethics and Code of Staff Conduct, Child Safety and Child Protection and Mandatory Reporting Policies.
- Maintain an up to date and valid Working with Children Check

- If appropriate meet professional standards for teachers and maintain teacher registration and,
- Report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.