



Masada College – Position Description

Key Role Information

Position Name	Maintenance Officer
Reports To:	Building Services Manager
Department	Business Administration
Location	Masada Cottage is located in St Ives in Sydney's leafy North Shore, a 20-minute drive from the central business district of Sydney. This role is required on campus Monday to Friday; 7:00am to 3:00pm

About Masada College

Our Ethos	Masada College bases its ethos on three things; being Jewish, being Australian, and being nurturing. Every year our graduates emerge with the highest academic achievements and more into various fields of tertiary study.
Mission and Vision Statement	An outstanding education grounded in Modern Orthodox Judaism, respecting the spiritual lives of all. Dedicating our minds to inquiry, our hearts to compassion, and our lives to contributing to every field of human endeavour.

About the Role & Key Responsibilities

Summary	The Maintenance Officer is a crucial member of the maintenance team and will work with other team members to ensure the internal and external maintenance tasks are completed to ensure the College operates at the optimum level.
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To be successful in this role, you must:	General Requirements <ul style="list-style-type: none">• Work with the maintenance team as required to ensure that all repairs, installations, and event setups are completed promptly.• Plan, prioritise, and implement maintenance work across the college• Perform general building, property, grounds maintenance, and repairs.• Respond promptly and effectively to unexpected events which negatively affect the normal operations of grounds and maintenance function• Assist in preparation for major events on campus• Attend and participate in staff meetings/activities.• Any relevant task as directed by the Business Manager.
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Key Attributes

- A Current Working With Children Check
- A current drivers licence



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- Our ideal candidate will have/be:**
- Fully vaccinated against COVID-19
 - Demonstrated understanding of WHS requirements
 - Demonstrated experience relevant to the position's specific duties, specifically across a wide range of grounds and building maintenance services in general.
 - A team player, willing to work amongst the Maintenance Team to meet requirements and deadlines
 - Flexible and adaptable and able to work within a changing environment
 - Demonstrated experience as a Groundskeeper or Outdoor Maintenance is essential.

Applications to:

Contact Mrs Mira Hasofer, College Principal - HR@staff.masada.nsw.edu.au

Applications include: Cover letter outlining why you're ideal for this role
Resume detailing your previous experience as it relates to this role
Your current Working with Children Check Number