

*Our Purpose*

*We are called to love one another*



**Nazareth**  
CATHOLIC COMMUNITY

## POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kurna land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

**Name:**

**Position Title:** Maintenance Manager

**Appointment:** Permanent

**ESO Grade:** 6, plus on call allowance

**Hours per Week:** 37.5

**Weeks per Year:** 48

**Campus Locations:** All

## POSITION OVERVIEW

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Nazareth is South Australia's largest Catholic School, with 2460 students in Years R-12. With 460 staff across 4 sites (Findon, Flinders Park and Kidman Park and St Gabriel Centre in Underdale), and a 100 child per day Childcare Centre at the Findon Campus, this is a dynamic and demanding role that requires experience, confidence and commitment to Nazareth's ethos, vision and mission.

The Maintenance Manager reports to the Business Manager and is responsible for the management and implementation of all maintenance functions at Nazareth's campuses. They are also responsible for the management and daily supervision of the Maintenance Team, service contractors and external providers.

The Maintenance Manager works closely with the Property and Facilities Manager and is responsible for coordinating maintenance of the grounds, buildings, furniture and equipment to a high standard of operation, appearance and safety. This role will develop and monitor maintenance schedules and maintain appropriate record keeping practices to ensure WHS compliance obligations are met.

## KEY WORKING RELATIONSHIPS (INTERNAL)

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- Principal
- Business Manager
- R-12 Deputy Principal
- Property and Facilities Manager
- Heads of Campus
- Maintenance Team
- Facilities Officer
- WHS Manager
- Staff
- Students
- Parents

## KEY WORKING RELATIONSHIPS (EXTERNAL)

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- Service contractors
- External provider
- Tradespeople
- Suppliers

## KEY RESPONSIBILITIES/DUTIES

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As the Maintenance Manager at Nazareth, you will work in accordance with the Vision, Mission, Values and Aspirations of the Nazareth Strategic Plan.

### MAINTENANCE PLANNING

- In collaboration with the Property and Facilities Manager, develop and implement a preventative maintenance plan of daily, weekly, monthly, school holidays and annual activities, to ensure the effective and cost-effective maintenance of buildings, grounds and related equipment.
- Formulate strategies to minimise the risks associated with College property and its maintenance activities and respond quickly and efficiently when issues materialise.
- Make recommendations about purchases or procedures to enhance facilities management.
- In conjunction with the Property and Facilities Manager and Business Manager, monitor the maintenance budget for the provision of maintenance and grounds services.

### STAFF SUPERVISION AND CONTRACTORS

- Manage and supervise the work of the Maintenance Team Leaders and Maintenance Officers.
- Work with other staff to ensure that all contractors are appropriately licensed, insured, inducted and have a current WWCC for the work that they will undertake on College grounds.

- Oversee the work of external maintenance contractors and suppliers to ensure contract terms and performance criteria are met.

### **GENERAL MAINTENANCE**

- Work with the Maintenance Team Leaders and Maintenance Officers to prepare the Nazareth campuses for daily use.
- Oversee grounds and preventative maintenance to ensure a very high level of presentation.
- In conjunction with the Maintenance Team Leaders, allocate jobs to the Maintenance Team.
- Oversee repairs to damaged buildings, grounds and equipment.
- Work with the Maintenance Team to ensure that the Nazareth campuses and immediate surrounds are a safe, clean environment.
- Ensure the protection of the properties and respond to breaches of security or incidents.

### **EVENTS**

- Plan and coordinate set up for events as required, such as assemblies and masses, tours, presentation evenings, Nazareth productions, gatherings, parent/student events etc.

### **WHS AND RECORD KEEPING**

- Ensure that regular documented checks and maintenance is carried out on equipment and that all record-keeping required by legislation is completed as required.
- Be a member of and contribute to the WHS committee.
- Participate in the investigation of hazards, incidents, injuries or near misses when requested and then liaise with the appropriate people to take corrective action appropriate to the situation.
- Assist with workplace safety inspections and site audits ensuring that WHS registers and records are maintained.
- Prepare risk assessments and purchase orders for the purchase of relevant items, if required.
- When required, assist the Facilities Officer to coordinate the hire of school facilities to external parties.
- Assist in the monitoring and update of Asset Management.
- Assist in maintaining the plant and equipment asset register.
- Other duties as directed by the Property and Facilities Manager and Business Manager.

#### *Additional information and requirements*

- Some out of hours work will be required.
- You will be required to hold the following certificates:
  - Working with children check/Catholic Police Clearance
  - First Aid
  - Responding to Risks of Harm, Abuse and Neglect – Education and Care
  - Appropriate specific training as required in the role.
- On call for after hours incidents or events as needed.

## **WORK HEALTH AND SAFETY**

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As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

*Reference: Division 4, Section 27 and 28 WHS Act 2012*