

Covenant College

CHRIST CENTRED • PARTNERSHIP • DISCIPLESHIP • COMMUNITY

Properties and Maintenance Worker Role Description

VISION

Covenant College strives to be a vibrant Christ-Centred community where parents and staff serve in partnership to nurture in each child a passion for learning and an uncompromising desire to live according to God's word.

INTRODUCTION

Founded in 1979, Covenant College is dedicated to providing genuine Christian education, serving students from kindergarten through to VCE. The College is located on one campus within the growing suburb of Bell Post Hill in Geelong. With a team of approximately 200 dedicated staff members, we cater to a community of 740 students across the school and an additional 100 in our Kindergarten program.

The success of the College is only effective if our activities are grounded in Christ (God) and His Word and therefore we strive to operate from the Biblical Basis and Mandate Policy of which all applicants are encouraged to read (available on our website).

POSITION PURPOSE

The Properties and Maintenance Worker is responsible for assisting the Properties Manager in the day-to-day maintenance of College buildings and grounds. This role performs a wide variety of tasks such as carpentry, gardening and buildings & equipment maintenance.

Role	Properties and Maintenance Worker
Salary range	School operational services grade 2-3 <i>(to be determined based upon skills, experience and qualifications)</i> <i>* above Award conditions apply</i>
Reports to	Principal, Business Manager via the Properties Manager

STATEMENT OF DUTIES

Key responsibilities

Christian Ethos / Perspective

- Reflect the example of Jesus Christ to students and the wider college community and undertake your tasks in a way that honours Him
- Participate in the devotional life of the college, including attending and contributing to staff devotions as required
- Pray with and for your colleagues, students or any members of the college community as needed

Maintenance

- Provide maintenance support by responding to requests for maintenance and assistance
- Perform preventative maintenance
- Monitor online maintenance request system and respond as required
- Assist with re-location of furniture and equipment as requested
- Assist in keeping workshop and surrounds clean and tidy in compliance with OHS regulations
- Assist in the maintenance of tools and/or equipment
- Monitor general housekeeping across the school and report problems to the Properties Manager or Assistant Properties Manager

Properties

- Assist in the Colleges' waste management – emptying 240 litre general waste bins & transporting all 240 litre recycling bins for rear-lift truck servicing
- College car park and roads maintenance including line marking (operating/maintaining line marking machine each quarter)
- Roof gutter cleaning
- Small building projects – manage and complete all small building projects as required. These projects will include minor carpentry works
- School boundary fencing repairs
- Annual cleaning and re-sealing of timber decking
- Assist with set up and pack down of College events, functions and productions
- Assist with set building as required for College productions
- Assist staff with transporting of equipment as required

Grounds

- Establishing and maintaining garden beds as required
- Leaf blowing, mowing as required

	<i>* The duties listed are not exhaustive and may be varied reasonably from time to time to meet operational requirements, provided such duties remain consistent with the classification level and nature of the position</i>
General	• Attend all relevant staff meetings • Attend whole school events as directed by the Principal
Key Relationships	Internal • Principal • Assistant Principal • Business Manager • Properties Manager & Assistant Properties Manager • Properties and Maintenance staff • Teaching staff • Administration staff External • Contractors and tradespersons
Risk and Occupational Health and Safety	All Covenant College employees are responsible for: • Participating in relevant health and safety training based on roles and responsibilities. • Participating in the development and implementation of specific OHS risk management strategies as appropriate. • Understanding and complying with all OHS legislation and regulations relevant to their activities at the school or workplace. • Taking reasonable care for the health, safety and wellbeing of themselves and others who may be affected by their actions. • Cooperating with any directions and procedures required to ensure their own health, safety and wellbeing as well as the health, safety and wellbeing of others. • Reporting all injuries, illness or 'near misses' through the Incident Reporting platform.
Child Safety	The College has a zero tolerance of child abuse. This position is responsible for taking all practical measures to ensuring that Covenant College's Child Protection Program is implemented and upheld. This position contributes to a strong child protection culture within the College. The College have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

PERSON SPECIFICATIONS

Commitment to College values and ethos	As a Covenant College staff member, it is expected you: • Display a firm commitment to a Christian Worldview and the outworking of that within the College setting • Model a lifestyle that reflects Christian practice and beliefs in your everyday work • Understand, model, uphold and support the ethos of the College and its Core Values
Knowledge, Skills and Experience	• Knowledge of general building maintenance, repairs and preventative maintenance practices. • Competency in the safe use and maintenance of tools, machinery and equipment. • Understanding of workplace health and safety (WHS/OHS) requirements and safe work practices. • Basic knowledge of plumbing, carpentry, painting and minor electrical maintenance tasks. • Ability to identify hazards and report maintenance concerns promptly. • Strong communication skills for liaising with contractors, staff, residents or tenants. • Time management skills and ability to work independently with minimal supervision. • Knowledge of grounds maintenance, landscaping and cleaning practices is desirable. • Demonstrated experience in property maintenance, facilities management or a similar role.
Qualifications (Essential)	• Current driver's licence.
Qualifications (Desirable)	• HLTAID011 Provide First Aid • HLTAID009 Provide CPR • 22702VIC Management of Asthma Risks & Emergencies • 22578VIC First Aid Management of Anaphylaxis • Construction Induction White Card (or equivalent) • Elevated Work Platform (EWP) licence or competency. • Relevant trade qualification, apprenticeship or equivalent experience in maintenance, building services or property maintenance
Other requirements	• Valid Working with Children Check • Australian citizenship or permanent residency or hold a visa with appropriate working rights. • Adherence to Covenant College Child Safe Program • Adherence to Covenant College policies and procedures
Personal Attributes	• Reliable, punctual and dependable in completing assigned tasks and responsibilities. • Strong work ethic with a proactive and hands-on approach to maintenance activities. • Positive attitude and willingness to assist others as needed. • Ability to work independently and take initiative while also contributing effectively within a team.

	• Flexible and adaptable to changing priorities, schedules and operational requirements. • Strong commitment to workplace health, safety and compliance standards. • Excellent problem-solving mindset with the ability to remain calm under pressure. • High level of attention to detail and pride in maintaining properties to a professional standard.
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INHERENT REQUIREMENTS

Christian Ethos	• It is an expectation and requirement that staff subscribe to and actively uphold the Geelong Christian Education Association's Biblical Basis and Educational Mandate (Statement of Faith) and model these Christian values within the College community. • Are a committed Christian/practising member of an evangelical/reformed church
Physical	• General physical endurance for tasks that involve long periods of work, at times in physically strenuous conditions. • Must be able to lift and carry objects, such as tools, equipment, and materials. • Ability to handle and transport supplies like ladders, cleaning supplies, and building materials. • Prolonged periods of standing and walking around the school grounds and facilities. • Ability to work in a variety of weather conditions, including hot, cold, wet, and windy environments. • Must be able to reach overhead to perform tasks such as changing light bulbs, installing fixtures, or working on ceilings. • May involve repetitive tasks such as painting, hammering, or mowing lawns, which require physical endurance and strength. • Requires fine motor skills. • Regularly required to bend, stoop, and crouch to access low areas. It should be noted that the College will consider reasonable workplace adjustments in accordance with applicable anti-discrimination legislation.
Cognitive	• Ability to identify maintenance issues and determine appropriate solutions. • Strong attention to detail when inspecting facilities, equipment and grounds. • Ability to prioritise competing tasks and manage workload effectively. • Sound judgement when assessing risks and implementing safety controls.

	• Ability to follow procedures, work instructions and compliance requirements. • Effective problem-solving skills to address maintenance and property-related issues. • Ability to maintain accurate records and complete documentation as required. • Capacity to adapt to changing priorities and workplace demands.
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Contract and conditions	Employment: This is a casual position. The College makes no firm advance commitment to ongoing or indefinite work. Work will be offered as operational requirements arise and may vary from week to week. Industrial instrument: Educational Services (Schools) General Staff Award 2020
Date	September 2026

Enquiries & application details	Enquiries can be directed to Carolyn Stones via the College office on 03 5278 5122. All applications to be submitted to the Principal, Mr. Joshua McEwen via email to: hr@covenant.vic.edu.au and should include: 1. Covenant College Employment Application –Non-Teaching Staff form (found on our website) 2. Cover Letter 3. Resume Applications close: Applications will be assessed upon receipt.
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