Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition. The co-educational College enjoys the successful integration of e-Learning and is currently in the process of a five stage building program.

As part of this exciting initiative the College is recruiting for the role of

**COLLEGE STEWARD - FACILITIES**

Part time: 10am to 2pm, Monday to Friday

(Immediate start)

This role encompasses student supervision with the skills of facilities maintenance and involves:

- Assisting with the hands-on maintenance of College facilities: grounds, offices, furniture and equipment
- Performing light to medium levels of manual labor tasks and activities eg. setting up and break down for functions and events, relocation of furniture, moving boxes to and from storage areas etc.
- Maintaining a safe and secure playground environment for the students
- Assuming the role of Safety Monitor during lunch and recess to oversee student behaviour around the grounds

Essential characteristics include:

- First Aid training
- Flexibility and the ability to work as part of a team
- Self-motivation
- Ability to create and maintain a safe and supportive environment for adolescent students
- Training / experience in facilities operations
- The ability to promote the Catholic ethos and learning culture of the College

NB: Shortlisted applicants will be required to provide the College with their new NSW Working With Children Check number in order to be eligible for this position (www.newcheck.kids.nsw.edu.au)

Applications may be posted or emailed to:
The Principal, Rosebank College
1a Harris Rd, Five Dock NSW 2046
principal@rosebank.nsw.edu.au
Ph: 9713 3186
ROLE DESCRIPTION

College Steward: Facilities

Core Role, Purpose and Accountability

The College Steward: Facilities role is a member of the College’s support staff and accountable to the Dean of Finance. Direct line management sees this role report to the College Property Manager to whom they have been assigned for facilities support and to the Dean of Administration regarding matters concerning playground supervision. The role exists to provide facilities support to the College and to ensure the wellbeing of students through the supervision of students in the playground at recess and lunch. This role is integral to the safe conduct and administration of the College.

Role Responsibilities

Providing Professional and High Quality Support Services

- Facilities support involving maintenance of College resources;
- Assisting with function and event set up and break downs;
- Assisting the Facility manager when required;
- Moving goods received into the various departments;
- Active supervision of students during the recess and lunch break times at the College
- Maintenance of a safe and secure playground environment
- Monitoring student behaviour

Contributing to the Service and Professionalism of the Support Staff

- Participating in support staff meetings;
- Demonstrating flexibility and team work by taking on other roles and tasks within the facilities staff team as needed from time to time;
- Any other duties as required by the Principal or his/her delegate.

Contributing to the Implementation of the College’s Vision and Mission and the Building of the College Community in the Tradition of the Good Samaritan

- Developing harmonious relationships with staff and students via daily interactions;
- Upholding the Benedictine value of service to others in the community;
- Providing a standard of service which will support the College’s Vision and Mission.

Hours of Work
10am – 2pm Monday to Friday