



Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition, committed to the successful integration of e-learning and innovative pedagogy across the Curriculum.

Applications are invited for the following part time, permanent position:

### **COLLEGE STEWARD: FACILITIES ASSISTANT**

**Part time: 10:00am to 2:00pm Monday to Thursday / 7:30 to 4:00pm Friday**

**Commencement Date: For Immediate Start**

**This position reports to the Facilities Manager and encompasses student supervision with the skills of facilities maintenance including:**

- Assisting with the hands-on maintenance of College facilities: grounds, offices, furniture and equipment;
- Performing light to medium levels of manual labour tasks and activities e.g. 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.
- Back-up - College Bus Driver

**Essential characteristics include:**

- Licenced to drive a bus (Licence type Light Rigid) preferred
- First Aid qualifications
- Flexible, good communication skills, ability to work as part of a team, self-motivated and pro-active
- 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

**Closing Date: Wednesday 7 March 2018**

Applications must include a one page Cover Letter and a full resume including at least four contactable references, posted or emailed to:

The Principal, Rosebank College – 1A Harris Rd, Five Dock NSW 2046 / [principal@rosebank.nsw.edu.au](mailto:principal@rosebank.nsw.edu.au) -  
Tel: 9713 3119

For further information about Rosebank College and this position, visit our website:  
[www.rosebank.nsw.edu.au](http://www.rosebank.nsw.edu.au)

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](http://www.newcheck.kids.nsw.edu.au))



## POSITION DESCRIPTION

The School may vary this Position Description, after consulting with you, in response to the changing needs of the organisation.

### COLLEGE STEWARD: FACILITIES ASSISTANT

#### **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
- Back-up - College Bus Driver

##### ***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**

10:00am – 2:00pm Monday to Thursday / 7:30am – 4:00pm Friday  
Hours of work will vary when required to drive the College bus.