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## Position Vacant

### MAINTENANCE OFFICER FULL-TIME

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Cranbrook School is seeking full-time Maintenance Officers to join our Maintenance team. The position is based at our Senior School campus in Bellevue Hill, but also works across our other facilities, including our Junior School campus at Rose Bay, and pre-schools at Darling Point and Vaucluse.

#### ABOUT THE POSITION

Working in a close-knit team, Maintenance Officers provide operational support to the Maintenance Team Leader and Maintenance Manager and undertake the delivery of set up services and complete daily work schedules for the safe operation of the School and its activities.

The Maintenance team is a much-valued part of the Facilities Department, responsible for the upkeep and maintenance of all internal and external built structures of the School to ensure all facilities are functional, in good working order, and kept to the highest possible standard. Pride and a sense of ownership in the buildings – ranging from heritage listed to brand new - and their surroundings are the overriding requirement for the entire Department.

Maintenance Officers must be willing and able to undertake repetitive and physically demanding tasks relating to the setting up of areas for functions and school activities in short timeframes.

Maintenance Officers work morning shifts (starting at 7.30am and finishing at 4.30pm) or afternoon shifts (starting at 11am and finishing at 7pm).

#### ABOUT YOU

You have an interest in building, maintenance and facilities and enjoy a job with lots of variety. You are seeking a role where you can learn on the job and be given the opportunity to gain new skills.

You are adaptable, have an enquiring mind and are willing to learn. You work well in a team and have a good sense of humour. With good communication skills, you are customer focussed, punctual, flexible and reliable.

Previous experience in building, facilities maintenance or in a handy person role will be highly regarded. Candidates with qualifications or certificates of competency in a trade or building maintenance role would be considered a great asset to the team.

#### SELECTION CRITERIA

- Ability to plan and work to a deadline
- Capable of providing consistently high level of services in a physically demanding working environment
- Proven track record of outstanding customer service skills
- Ability to follow written and verbal instructions from various stakeholders
- Basic computer knowledge for email and managing maintenance tickets
- High level of health and fitness
- Current driver's licence
- A firm commitment to safeguarding and promoting the welfare of children.

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#### HOW TO APPLY

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position. Applications should be submitted via email to [recruitment@cranbrook.nsw.edu.au](mailto:recruitment@cranbrook.nsw.edu.au). Details of at least three referees will be requested from the successful applicant.

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#### ABOUT CRANBROOK SCHOOL

Cranbrook is an Anglican, independent day and boarding school, Pre-school to Year 12.

Our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, to thrive in, and love the pursuit of, excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism.

Cranbrook is an International Baccalaureate (IB) World School, and is accredited as an IB Continuum School, offering the PYP, MYP and IB Diploma Programme.

Cranbrook School is a child safe organisation. We actively promote the safety and wellbeing of all students and are committed to protecting our students from abuse and harm.

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#### WORKING WITH CHILDREN CHECK, VACCINATION AND WORKING RIGHTS

The successful applicant for this position will be required to hold a current NSW Working with Children Check clearance and be fully vaccinated with a COVID-19 vaccine.

Applicants must be an Australian citizen or permanent resident or hold a visa with appropriate working rights.