



---

## Position Vacant

### MAINTENANCE SPECIALIST – AFC & VCB FULL-TIME

---

Cranbrook School is seeking full-time Maintenance Specialist to join our Maintenance team. The position is based at our Senior School campus in Bellevue Hill.

#### ABOUT THE POSITION

Reporting to the Maintenance Manager and working alongside the Maintenance Team, the Maintenance Specialist – AFC & VCB will be responsible for coordinating the day-to-day maintenance of our brand new, state of the art Murray Rose Aquatic & Fitness Centre (AFC) and Vicars Centenary Building (VCB). This role will also perform general maintenance and set-up assistance in support of the Maintenance Team.

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.

#### ABOUT YOU

You are a self-motivated person who can work successfully autonomously but also enjoys being part of a team. Keen to work in a dynamic and varied environment, you have an eye for detail and a can-do attitude to solving problems. You can think clearly, remain calm under pressure and make good decisions in a crisis.

With good communication skills, you are customer focussed, punctual, flexible and reliable. You are adaptable, have an enquiring mind and are willing to learn.

A qualified tradesperson with a Facilities Management background, you are looking to broaden your skill set. Previous experience as a maintenance plumber or in a mechanical role will be highly regarded. Candidates with qualifications or experience in aquatic technical operations would be considered a great asset to the team.

#### SELECTION CRITERIA

- Trade qualifications with experience performing your trade in a Facilities Management environment
- Experience dealing with complex plant and equipment
- Good understanding of multiple trade disciplines
- Demonstrated knowledge of WHS principles and procedures
- Experience liaising with multiple stakeholders including external contractors
- Basic computer knowledge for email and managing maintenance tickets
- Ability to work independently and plan and work to a deadline
- Flexible attitude and willingness to be adaptable with expected duties
- Strong verbal communication, interpersonal skills and problem-solving ability
- Capable of providing consistently high level of services in a physically demanding working environment
- High level of health and fitness
- Current driver's licence
- A firm commitment to safeguarding and promoting the welfare of children.

**CLOSING DATE: 31 March 2023**

---

#### 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.

---

#### 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.

---

#### 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.