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## Position Vacant

### MAINTENANCE HANDYPERSON FULL-TIME

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Cranbrook School is seeking a full-time Maintenance Officer 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 as part of our close-knit and supportive Maintenance Team, you will carry out a wide range of maintenance and repair work throughout the School. You will also be involved in set up services for school events.

This is a busy, hands-on role with lots of variety and is a great opportunity to start or build your career in facilities maintenance. We will support you to grow and develop professionally with opportunities to expand your skills and knowledge.

You will be provided with a uniform and a complimentary staff meal for lunch each day.

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 are someone who likes an active, hands-on role where no two days are ever the same. Some experience in building maintenance and an ability to perform a range of maintenance tasks will be an advantage.

You are adaptable, have an enquiring mind and are willing to learn new tasks and skills. 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.

#### SELECTION CRITERIA

- A positive, can-do attitude
- A level of health and fitness that will allow you to thrive in a physically demanding work environment
- Excellent communication and problem-solving skills
- Ability to follow written and verbal instructions
- A customer service focus
- Basic computer knowledge for email and managing maintenance tickets
- Current driver's licence
- A firm commitment to safeguarding and promoting the welfare of children
- A demonstrated understanding of child safety and appropriate behaviours when engaging with 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.