



Position Description

Position	Caretaker
Reports to	Property Manager
Type	Full-time; an average of 38 hours per week
Classification	Caretaker Level 5 or 6; Independent Schools ACT (Support and Operational Staff) Multi-Enterprise Agreement 2017
Last updated	November 2020

The Role

The Caretaker is responsible for safety, access and security for all School buildings, property and premises across the CGGS campuses. On a daily basis, the Caretaker will be required to provide active patrols and management of the School and grounds to ensure buildings are suitably closed down for the evening and open in the mornings, as required. The role will manage authorised after-hours access for staff, hirers and contractors of our facilities. This will include regular duties on weekends and public holidays.

As a member of the School's Maintenance team, the Caretaker may also be required to undertake day-to-day maintenance activities when needed and assist with transport and delivery duties, as required. This role will act as the first point of call for security and fire alarms after hours.

Due to the on call nature of this role, accommodation on the School premises is provided.

Duties

It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the position description.

- Unlock and secure the schools facilities as required.
- Provide access to authorised people after-hours including overnight, weekends and public holidays.
- Be responsible for afterhours and weekend security and safety of the School facilities. When required, liaison with the security call centre and fire brigade in the event of alarms during this time.
- As a member of the Maintenance team undertake general maintenance or grounds duties as required by the Property Manager.
- Assist the maintenance team with general duties as required during School events or after School activities
- As required, provide assistance with School transport and deliveries
- Liaise and direct contactors on works when required out of core hours.
- Maintain effective communication with all members of staff, students, contractors and suppliers.
- Maintain a safe work environment in accordance with the Work Health and Safety standards.
- Other duties as required by the Principal.

Qualifications and Relevant Experience

- Prior experience in a similar role such as caretaking, Facility management or security
- Relevant trade and work experience in building and cleaning services
- A hands-on approach and a pro-active, positive attitude
- A commitment to providing excellent customer service
- Professional presentation
- Calm and effective in pressure situations
- Good communication skills and the ability to work with a diverse team

Highly desirable

- Trade Qualification or relevant trade experience
- Light Rigid bus licence
- Basic computer literacy in Microsoft products eg Word and Excel