

# General Hand

## St Mary's College, Gunnedah

### Position Description

[Click here to apply.](#) Applications close 23 March 2023

<b>Enterprise Agreement</b>	NSW and ACT Catholic Systemic Schools 2020
<b>Classification</b>	General Employee - School Operational Services Stream
<b>Hourly Rate of Pay</b>	\$28.06 to \$33.22 subject to qualifications
<b>Reports to</b>	Principal
<b>Location</b>	St Mary's College
<b>Employment type</b>	Part-time, 60 hours per fortnight
<b>Employment Status</b>	Permanent

### About St Mary's College Gunnedah

St Mary's College Gunnedah is a Catholic co-educational secondary school serving the Gunnedah region in North-West NSW. With a population of around 460 students, St Mary's provides a holistic Catholic education in a caring and stimulating environment following the tradition of the Sisters of Mercy who founded the College in 1879.

St Mary's College Gunnedah has always had a strong academic focus with many students progressing to university studies. An active Vocational Educational and Training program has also provided students with a successful pathway into apprenticeships and traineeships.

Cultural pursuits have always been a part of St Mary's College and the band and choir prove very popular with students and parents. A comprehensive sporting program provides students with an opportunity to excel, representing the College at the NSW Combined Catholic Colleges (CCC) and State levels.

St Mary's College is located in Gunnedah, situated in the heart of the Namoi Valley on the Oxley Highway and is approximately 450 kilometres from Sydney, 310 Kilometres from Newcastle and 655

kilometres from Brisbane. Gunnedah has a growing population with approximately 12,700 people residing in the Shire, which includes 5 outlying villages. There are currently 10,000 residents living within the Township. Gunnedah Shire covers an area of 5,092 square Kilometres including Gunnedah as the hub of the Shire. Outlying villages include Curlewis and Breeza to the southeast, Carroll to the east and Tambar Springs and Mullaley to the southwest.

## Commencement

The commencement date for this position will be negotiated with the successful applicant.

## Position Purpose

The role of the General Hand, working under the general direction of the Principal, is to support the operational requirements of St Mary's College. This position is responsible for the general maintenance and upkeep of the College's property, buildings, facilities, furniture and grounds to a high standard.

## Key Responsibilities

Duties related to the position include but are not limited to the following:

Key area	Task
<b>Maintenance</b>	<p>Ensure that all equipment is maintained to a safe and serviceable condition and workshop facilities are kept clean and tidy to include the following:</p> <ul style="list-style-type: none"> <li>● Responsible for the upkeep of equipment and to report any defects or damage to the Principal (or other designated person)</li> <li>● Operate all equipment in a legal and safe manner</li> <li>● Responsible for loading, unloading and the safe carriage of equipment</li> <li>● Assist with maintenance across the College, eg change light bulbs, general repairs, urgent breakages etc.</li> <li>● Carry out repairs and maintenance tasks on a range of equipment, furniture, buildings and facilities</li> <li>● Agriculture plot maintenance and animal welfare</li> <li>● Carry out checks and inspections as necessary to ensure equipment is safe, reliable and well maintained</li> <li>● Management of larger maintenance projects involving external contractors, this may involve liaising with contractors, attaining quotes and overseeing the work of contractors.</li> </ul>

<p><b>General</b></p>	<ul style="list-style-type: none"> <li>● Assist with parking arrangements for various events</li> <li>● To carry out unlock/lock up duties as directed</li> <li>● Assisting entry/exit access for contractors</li> <li>● Investigate unauthorised activities in or on grounds of school and reports subsequent problems to Principal or other proper authorities, including vandalism, break-ins and fire alarms</li> <li>● Assist with manual tasks as required including the moving and setting up of furniture and equipment for school functions, exams etc.</li> <li>● Supports users of school facilities, adhering to regulations related to the use, set up and/or proper use of equipment</li> <li>● Cleaning drains and gutters</li> <li>● Maintenance jobs around school when necessary, painting/hanging/mending holes, changing batteries, changing light bulbs</li> <li>● Bins and rubbish</li> <li>● Cleaning and maintaining school signage</li> <li>● Identify hazards and/or faults, remove (where possible) and report any safety hazards</li> <li>● General clerical duties e.g.record keeping and safety documentation</li> <li>● Distribution of stores (eg; bottled water, paper, etc)</li> <li>● Electrical testing and tagging</li> <li>● Conduct and document regular inspections to ensure Work Health and Safety compliance.</li> <li>● Other duties as required</li> </ul>
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St Mary's College reserves the right to alter roles and responsibilities requirements as required.

**General expectations of staff at St Mary's College include:**

- Respect of and a commitment to the Catholic ethos and a willingness to foster it
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties
- Ensure appropriate behaviours when engaging with children
- Act as a team member, developing and supporting the philosophy and ethos of the team
- Willingness to undertake professional development
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct
- Observe and comply with all WHS protocols
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement

- Act in a professional and respectful manner at all times
- Employment with St Mary's College is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance

## **Selection criteria**

### **Essential criteria**

- Demonstrated high level interpersonal and verbal communication skills
- Able to work independently, with minimal supervision and perform work to a high and consistent standard
- Knowledge suitable to the general maintenance of buildings and equipment
- Highly motivated, well organised and flexible in approach to work
- The ability to apply Workplace Health and Safety standards, to ensure a safe and secure school environment, including the use and application of equipment, materials and safe use of and storage of chemicals

### **Desirable criteria**

- Previous experience in a school setting
- Current Bus licence or prepared to obtain

## **Application**

For questions regarding the professional nature of this position, please contact Bernadette Feldman, Principal on 6742 2124 or email [bfeldman@arm.catholic.edu.au](mailto:bfeldman@arm.catholic.edu.au)

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Complete the relevant online application form [by clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

*Preferred applicants must have the right to work in Australia and will be subject to employment screening.*

## Critical Physical Factors

The table below indicates the essential demands of and frequency of the physical job requirement.

Code	Key area	Task
A	Not present	0%
B	Rare	1% - 7%
C	Occasional	8% - 33%
D	Frequent	34% - 66%
E	Constant	67% - 100%

Demands/Definition	A	B	C	D	E
<b>Auditory Function</b> Hearing.				X	
<b>Carrying</b> Transporting an object, usually holding in the hands, arms or on the shoulder.			X		
<b>Climbing – Stairs</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs, or hands and arms.			X		
<b>Climbing – Step Stools/ Ladders</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs, or hands and arms.			X		
<b>Crawling</b> Moving about on the hands and knees.			X		
<b>Crouching – One Off</b> Bending body forward and downward by bending legs and spine.			X		
<b>Driving</b> Control and operation of a motor vehicle.		X			
<b>Feeling</b> Perceiving attributes of objects, such as: size, shape, temperature, or texture by touching with skin; particularly that of finger tips.			X		

<b>Fingering</b> Picking, pinching, or otherwise working with the fingers, other than with the whole hand or arm as in handling.			X		
<b>Handling</b> Seizing or grasping, holding, turning or otherwise working with the hands. Fingers are only involved to the extent that they are extensions of the hand.					X
<b>Kneeling</b> Bending legs at knees to come to rest on knees.			X		
<b>Lifting</b> Raising or lowering an object from one level to another (includes upward pulling and/or exerting upward force to hold an object in static position).				X	
<b>Pulling</b> Exerting force upon an object so that the object moves toward the force (including jerking and exerting force to hold an object in static position).			X		
<b>Pushing</b> Exerting force upon an object so that the object moves away from the force (including stooping, striking, kicking, treading and exerting force to hold an object in static position).			X		
<b>Reaching</b> Extending arms(s) in any direction.					X
<b>Sitting</b> Remaining in a seated position.		X			
<b>Standing - Dynamic</b> Remaining on one's feet in an upright position while in motion or switching positions.					X
<b>Standing - Static</b> Remaining on one's feet in an upright position without moving greater than three steps.		X			
<b>Stooping</b> Bending the body forward and downward by bending spine at waist, requiring full use of lower extremities and back muscles.				X	
<b>Visual Function</b> Visual function.					X
<b>Walking - Flat Terrain</b>					X

Moving about on foot greater than 3 steps on flat terrain.					
<b>Walking - Slippery, Gravel &amp; Uneven terrain</b> Moving about on foot greater than 3 steps on slippery/gravel/uneven terrain.			X		