



THE KING'S SCHOOL

POSITION DESCRIPTION GENERAL HAND

INTRODUCTION

All positions at The King's School support the mission of the School which is to make an outstanding impact for the good of society through its students, and by the quality of its teaching and leadership in education.

The King's School values all its employees, and it recognises that the service given, in the classroom as well as in support and operational capacities, equally contributes to an environment wherein boys are witnessing professional and dedicated behaviour. All employees of The King's School contribute to those intangibles of tone and ethos which can have a profound impact upon a student.

SCOPE

This position is responsible to the Property Manager and the Bursar, to assist in the maintenance of all buildings and grounds, furniture and fittings including plant and equipment to the highest standard. This position also includes the ability to operate equipment.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

The General Hand is responsible to the Property Manager for the following:

- Assist in maintaining the School's buildings and infrastructure to a high standard
- Assist the Property Manager as required to fulfil their general duties
- Undertake general building and grounds maintenance
- Ensure all work being undertaken is of a safe nature and report any WHS Issues
- Undertake pickup and delivery of laundry to boarding houses
- Ability to work unsupervised

- Undertake repairs to furniture, locks, windows, doors, roofs and other general repairs
- Clear sewers and drains
- Access roofs and working at heights when required
- Use of elevated work platforms
- Ability to use a Gator
- Assist with the setup of various School functions and marquees
- Clear fire trails, use of chain saw and manual handling
- Use machinery such as panel and drop saw, drill press and hand held electrical tools including but not limited to routers, orbital sanders, drills and grinders
- Clean hard surfaces using back pack blowers and gurneys
- Ability to work as part of a team and assist other maintenance staff as required
- Assist the various contractors engaged by the School as required
- Undertake all tasks within an appropriate time frame
- Good communication and interpersonal skills
- Initiative and good decision making skills
- Driver's License

WORK HEALTH AND SAFETY

The King's School has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures as well as any reasonable and lawful direction relating to workplace safety. Your WHS obligations include:

- Cooperating with the School in ensuring your safety and the safety of others at all times
- Following policies, procedures and lawful direction designed to ensure a safe work environment
- Reporting any hazard, injury, or near miss through the School's RMS system
- Following emergency evacuation and management procedures if required
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties
- Undertaking WHS training as deemed relevant to your role

GENERAL REQUIREMENTS

Employees at The King's School are expected to:

1. Be supportive of the ethos of a school and helpful in advancing the mission of The King's School
2. Be good ambassadors of the School
3. Work well on their own and be pro-active in the fulfilment of their duties
4. Work well collegially and be able to promote harmony and wellbeing within the workplace
5. Have good interpersonal skills and be able to work in a friendly and cooperative manner with colleagues
6. Support Equal Opportunity, adhere to Work, Health and Safety guidelines, and fulfil their duty of care
7. Adopt behaviour that is supportive of other colleagues irrespective of their race, culture or background
8. Contribute to their professional development and seek to improve those skills which will be drawn upon in the fulfilment of their role within the School
9. Be good role models in terms of personal hygiene, grooming, language and punctuality
10. Possess the very highest standards of integrity and honesty

FINALLY

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the School commits to regularly review and update position descriptions to accurately reflect the contribution of employees.