



Facilities Assistant

The Ridgeway Campus

Position Description

Position:	Facilities Assistant.
Responsible to:	Business Manager.
Reports to:	Calendar, Planning & Logistics Manager.
Campus:	The Ridgeway Campus.
Hours of Work:	7.30am - 4.00pm (½ hour lunch).
Days of Work:	Monday to Friday.
Leave:	School Holidays (4 weeks of which is deemed to be annual leave) less call back days referred to below. School Holidays refers to the time when Academic Staff are not required to be at School.

Call Back Days: There are ten (10) call back days which are usually worked on the days prior to the commencement of a term, and on the days immediately after the term finishes. These days are taken into account in calculating the salary for this role.

Duties:	<ul style="list-style-type: none">• Set up at Ivanhoe House for morning tea including unpacking of dishwashers.• Clean Ivanhoe House Common Room following morning tea.• Maintain supplies of tea, coffee and biscuits in all kitchens (The Ridgeway Campus and Buckley House).• Maintain cleaning supplies in all kitchens (The Ridgeway Campus and Buckley House).
----------------	---

- Clean and maintain Buckley Hall kitchens Auditorium and Watts Foyer kitchen.
- Liaising with the Facilities Support to assist with the set up for functions as required including the provision of tea, coffee, biscuits, tablecloths, cutlery, etc. as outlined in the eCalendar.
- Assistance to facilities support, to set up venues as requested in the eCalendar.
- Assist at School functions as required.
- Cleaning as required prior to or after a function.
- Manage and maintain supplies of tea, coffee and biscuits (includes stock-take). Ensure kitchen supplies are maintained.
- During School Holiday periods “spring clean” as directed by the Calendar, Planning and Logistics Manager.
- Other duties as directed.

Skills and Experience:

- Highly organised.
- Ability to problem solve.
- Excellent communication.
- Punctual.
- Ability to work with little direction and also as part of a team.
- Computer skills - knowledge of Synergetic.
- The nature of this role requires a good level of physical fitness.

Working with Children Check:

Employment is subject to the provision of a current Employee Working with Children Check.

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position. Ivanhoe Grammar School reserves the right to vary this position description to meet the changing needs of the School.

Ivanhoe Grammar School is a Child Safe organisation. All staff are required to adhere to the School’s Student Wellbeing Policies and Staff Code of Conduct. Where a staff member breaches these Policies or Staff Code, the School will take appropriate disciplinary action

Please refer to the School’s website www.ivanhoe.com.au/currentvacancies for the application process. **Only applications using the online application form will be accepted.**

Applications will close when a successful candidate has been appointed and should be addressed to:

HR Department
Ivanhoe Grammar School
PO Box 91
IVANHOE VIC 3079
Phone: +61 3 9490 1877