

## **Facilities Support Officer**

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice. We are a future focussed school supporting staff in their professional growth and leadership. Please click the link for a [virtual School tour](#).

Monivae College welcomes the opportunity to meet with suitably qualified professionals. The Facilities Support Officer provides key operational support to ensure Monivae College facilities are clean, safe, and well-maintained.

Key responsibilities include:

- Carry out regular cleaning across the College to maintain high standards of hygiene and presentation.
- Collect and dispose of waste and recycling following College procedures.
- Help the Technology Department by preparing materials, setting up equipment, doing basic maintenance, and keeping workshop areas tidy.
- Test the pool daily and record results to meet safety and College standards.
- Assist with small maintenance jobs and report any bigger issues.
- Support the Facilities and Maintenance team during events or special projects.

The Facilities Support Officer is expected to demonstrate a strong attention to detail and ability to work independently and as part of a team.

### **Enquiries**

For more information please contact Miss Elle Guthrie, Director – Compliance, Risk and Culture, [eguthrie@monivae.vic.edu.au](mailto:eguthrie@monivae.vic.edu.au), 0458756242.

### **How to Apply**

Applications are to be addressed to the Director – Compliance, Risk and Culture, Miss Elle Guthrie. Please include a cover letter and your current Curriculum Vitae, inclusive of at least three professional referees. Applications to be emailed to [eguthrie@monivae.vic.edu.au](mailto:eguthrie@monivae.vic.edu.au).

Successful applicants are required to demonstrate a commitment to Catholic education, be compliant with Mandatory Reporting certification, hold a current Working with Children Check and undergo a National Police Check. Roles will be remunerated accordingly under the Catholic Education Multi-Enterprise Agreement 2022.

**Applications close Sunday 21<sup>st</sup> September 2025.**

*The Monivae College community supports and promotes the safety, wellbeing and inclusion of all children and has a zero tolerance for child abuse.*

## POSITION DESCRIPTION

|                |                            |
|----------------|----------------------------|
| POSITION:      | Facilities Support Officer |
| DEPARTMENT:    | Property and Facilities    |
| DATE PREPARED: | May 2025                   |
| REPORTS TO:    | Business Manager           |

### WORKING ENVIRONMENT

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice.

The College has outstanding facilities, invests in innovation and is focused on excellence across a broad range of curricular and co-curricular offerings. Monivae is a progressive Catholic Secondary College, with a dynamic curriculum and a clear vision of its future. An ongoing capital works program has seen significant development in College facilities over the years. These include dynamic learning environments, a 6-lane indoor cricket centre, double stadium, indoor swimming pool, performing arts centre, heated undercover student recreation area, on campus boarding facilities, school wide wireless computer network and beautiful campus and grounds.

Monivae College is in a phase of growth and positive change, demonstrated by our membership of “New Metrics,” a partnership with Melbourne University and other forward-thinking schools across Australia. We are a future focussed school supporting teaching staff in their professional growth and leadership.

Monivae College is committed to Child Protection and to the implementation of its Child Safe policies and practices. Monivae College has zero tolerance for child abuse.

### OUR VISION

Monivae College is a Catholic secondary co-educational day and boarding school welcoming to everyone. Inspired by the vision of Jules Chevalier and spirituality of the Missionaries of the Sacred Heart.

### OUR TOUCHSTONE STATEMENT

Mind, Spirit, Heart

| POSITION SUMMARY                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Facilities Support Officer provides key operational support to ensure Monivae College facilities are clean, safe, and well-maintained. This role includes routine and responsive |

cleaning duties, assistance in the Technology (Woodwork) Department, and daily testing and monitoring of the indoor swimming pool. The Facilities Support Officer contributes to the presentation, functionality and safe operation of College facilities, supporting the learning environment and wellbeing of students and staff.

Key responsibilities include:

- Undertake routine cleaning duties across designated areas of the College to a high standard of hygiene and presentation.
- Perform waste and recycling collection and disposal in line with College procedures.
- Support the Technology Department by preparing materials, assisting with equipment setup and basic maintenance, and ensuring workshop spaces are clean and orderly.
- Complete daily pool testing in accordance with regulatory and College requirements, including record keeping and reporting of results.
- Assist with minor maintenance tasks and report issues requiring further attention.
- Provide support to the Facilities and Maintenance team during College events or special projects, as required.
- Ensure compliance with Occupational Health and Safety procedures at all times.
- Participate in emergency drills and procedures as directed.
- Undertake other duties as required by the Property and Facilities Coordinator or Business Manager.

The Facilities Support Officer is expected to demonstrate a strong attention to detail and ability to work independently and as part of a team.

*It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing needs of Monivae College and at the direction of the Principal.*

| POSITION OBJECTIVE & KEY RESPONSIBILITIES |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cleaning Duties</b>                    | <ul style="list-style-type: none"><li>• Perform routine cleaning of designated areas, including classrooms, toilets, offices, corridors, and other facilities as directed.</li><li>• Ensure cleanliness and presentation of school spaces meets College expectations and hygiene standards.</li><li>• Undertake deep cleaning and periodic maintenance tasks during non-term periods or as required.</li><li>• Maintain stock levels of cleaning products and advise when ordering is required.</li><li>• Safely use and store cleaning equipment, materials, and chemicals.</li></ul> |
| <b>Maintenance Assistance</b>             | <ul style="list-style-type: none"><li>• Support the Property &amp; Facilities team with minor maintenance tasks as directed.</li><li>• Report any hazards, faults, or maintenance issues promptly via the MyMaintenance system.</li><li>• Assist with the setup and pack-down of College events and functions.</li><li>• Perform basic grounds tasks when required, such as litter collection or furniture moving.</li></ul>                                                                                                                                                           |

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Support in Woodwork / Technology Area</b> | <ul style="list-style-type: none"> <li>• Assist the Technology/Woodwork teacher with classroom setup and preparation of materials.</li> <li>• Maintain cleanliness and orderliness of the workshop area, tools, and storage spaces.</li> <li>• Assist with basic maintenance and safety checks of tools and equipment under supervision.</li> <li>• Comply with relevant OH&amp;S procedures in practical learning spaces.</li> </ul> |
| <b>Indoor Pool Monitoring</b>                | <ul style="list-style-type: none"> <li>• Conduct daily pool water testing and record results in accordance with health regulations and College procedures.</li> <li>• Check and report on pool equipment function, water clarity, and cleanliness.</li> <li>• Ensure pool area is secured, clean, and compliant with safety standards.</li> <li>• Liaise with external service providers as required.</li> </ul>                      |

| <b>KEY SELECTION CRITERIA</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications and Experience</b>    | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to undertake cleaning and maintenance support duties</li> <li>• Willingness to complete training in pool testing and chemical handling (if not already certified)</li> <li>• Willingness to complete Course in Safe Use of Machinery for Technology Teaching (if not already certified)</li> <li>• Basic understanding of safe work practices, particularly in workshop and chemical-handling environments</li> <li>• Commitment to workplace health and safety requirements.</li> <li>• Working with Children Check (VIC).</li> <li>• National Police Check.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in cleaning, facility services or general maintenance.</li> <li>• Experience in a school or education setting.</li> <li>• Familiarity with workshop environments or use of tools.</li> <li>• Pool Operations or Chemical Handling experience</li> </ul> |
| <b>Skills and Attributes</b>            | <ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team.</li> <li>• Good interpersonal and communication skills.</li> <li>• Strong attention to detail.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Commitment to Catholic Education</b> | <ul style="list-style-type: none"> <li>• Supports and models College values and Catholic, MSC ethos when dealing with all stakeholders and peers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Commitment to Child Safety</b>       | <ul style="list-style-type: none"> <li>• Understanding of and commitment to legal and moral obligations relating to child safety</li> <li>• A demonstrated understanding of legal obligations relating to child safety (e.g. mandatory reporting) and willingness to comply with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

| <b>EMPLOYMENT CONDITIONS</b> |
|------------------------------|
|------------------------------|

|                                 |                                                                                                                                                                                                                                                        |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Appointment</b>              | This position is appointed by Monivae College and the incumbent is an employee of Monivae College. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.             |
| <b>Key Relationships</b>        | <ul style="list-style-type: none"> <li>• Reports to the Business Manager.</li> <li>• Works closely with the Maintenance Team, Cleaning Staff, and Technology Department.</li> <li>• Liaises with College staff and contractors as required.</li> </ul> |
| <b>Conditions</b>               | <p>Conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022.</p> <p>Classification Level and salary will be negotiated with the successful applicant, in accordance with qualifications and experience.</p>            |
| <b>Review and Appraisal</b>     | <p>As an employee of Monivae College this appointment will comply with the contract of employment.</p> <p>The incumbent is subject to the College's Annual Review Policy.</p>                                                                          |
| <b>Professional Development</b> | Undertake professional development in line with the College Professional Learning policy.                                                                                                                                                              |

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.