



Position: General Hand
Reporting to: Director of Infrastructure
Hours: Casual (possibility for this to become a permanent role in 2026)

Key Responsibilities

The General Hand will work closely with the Director of Infrastructure and will undertake the following duties and responsibilities:

Maintenance Duties

- Complete general labouring and maintenance tasks as requested and complete them in a timely and appropriate manner
- Complete tasks such as setting up / packing away furniture and equipment for regular functions and activities
- Assist with the implementation of minor developments and renovation projects
- Attend to day-to-day cleaning emergencies as required
- Periodic inspections, maintenance and repairs of buildings, classrooms and facilities
- Perform a range of industrial cleaning tasks as required
- Movement of goods, furniture and equipment throughout the College as needed
- Tasks vary greatly from day to day and need to adapt to suit tasks required

Workplace Health and Safety

- Attend WHS meetings when needed and work proactively to ensure the College is WHS compliant
- Follow WHS policies and procedures
- Attend regular safety meetings
- Ensure all equipment and machinery are maintained and used in a safe manner
- Ensure the safety of self and others

Other duties

- At times attend staff meetings as required
- Work flexibly and as a team in the pursuit of the College's mission

Skills, Abilities and Personal Attributes

- Commitment to the Christian ethos of the College
- Be proactive, well organised and able to work to a high standard
- Experience and/or relevant tertiary qualifications in property maintenance

- Good communication skills with the ability to interact and liaise with contractors, visitors, team members, suppliers, staff and students in a friendly, professional and respectable manner
- Self-motivated and independent with an ability to foster collegial relationships
- The General Hand will hold a current C class driver's licence to enable the use of the College's grounds maintenance vehicle. A MR class driver's licence (medium rigid) or a willingness to complete training would be desirable
- Ability and willingness to work outside normal office hours as required for special events

Pay and Conditions

Salary and employment conditions are subject to the Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-enterprise Agreement 2025.

This position may necessitate some out of hours work.

A college uniform will be supplied and will be expected to be worn.

It should be noted that it is anticipated that this job will evolve and change over time. Therefore this job description will need to be reviewed and updated from time to time to meet the changing needs of a growing College.

Mrs Megan Hastie
Principal