



TITLE:	Carpenter / Maintenance
AWARD/AGREEMENT:	Scotch Oakburn College (Staff) Enterprise Agreement
EMPLOYMENT STATUS:	Permanent full-time
HOURS OF WORK:	38.0 hours per week
REPORTS TO:	Maintenance Services Manager
LOCATION:	Penquite Campus
QUALIFICATIONS:	Nationally recognised trade qualification appropriate to carpentry/joinery
MANDATORY CLEARANCES:	<ol style="list-style-type: none"> Working with Vulnerable People (Children) Registration National Police Certificate (Schedule 1 Record – incl any child related activity) First Aid Qualification HLTAID012 (Provide First Aid in an Education and Care Setting) Driver's License with preference for LR or MR

The College:

Scotch Oakburn College is an independent, open entry day and boarding school of approximately 1,300 students from Early Learning through to Year 12, in association with the Uniting Church in Australia. Through the provision of academic, pastoral, and co-curricular programs, the College provides a holistic education designed to prepare students for their future.

Our College has three campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning Centre and Years Prep to 5) as well as our Boarding House students who come to us from intrastate, interstate and international locations.
- **Penquite Campus**, located 2.5km from our Elphin Campus and home to our Middle School students (Years 6 to 8) and Senior School students (Years 9 to 12).
- **Valley Campus**, located in the Fingal Valley just over an hour's drive from Launceston and the hub of our Education Outdoors and Environment Centre.

Scotch Oakburn College is one of 250 Round Square schools that span 50 countries around the globe. Round Square schools are committed to character education and experiential learning built around the six IDEALS of International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership and Service.



Scotch Oakburn College is accredited by the **Australian Childhood Foundation** in recognition of its commitment to **child safety standards**.

Child safeguarding screening, selection and training practices form part of the recruitment and selection process, and employment conditions for all positions at the College.



The Role:

This role is part of the College's Maintenance Services Team, supporting the effective operation of facilities across all campuses and remote sites. Team members are committed to high standards of workmanship, work safely, and take pride in contributing to a skilled and well-resourced team. The team includes qualified tradespersons and operates primarily from the Penquite Campus workshop while servicing the Elphin, Penquite and Valley (Fingal Valley) campuses and remote facilities.

Key Duties and Responsibilities:

- Undertake specialised building and carpentry services across all College campuses, including maintenance of existing facilities, improvements and new College minor building projects.
- Communicate with sub-trades and provide minimum supervision of same.
- Provide courteous, practical and customer-focused support to staff and stakeholders including delivering planned, preventative and cyclical maintenance in line with the annual maintenance plan.
- Provide assistance with the set up and pull down of specific College events or as directed by the Maintenance Services Manager and the College Facilities and Services Manager.
- Maintain working knowledge of the College's security and access systems, including arming/disarming alarms, isolating detectors, and troubleshooting related issues.
- Maintain accurate maintenance records, works requests and asset information.
- Attend meetings and professional development as required.
- Maintain all operational equipment to ensure they are safe and fit for purpose.
- Facilitate a safe working environment and participating in proactively supporting a healthy workplace.
- Promote a positive image of the College and participate in supporting other teams when available.
- Undertake any additional duties as assigned by the Maintenance Services Manager and College Facilities and Services Manager, to support the objectives of Facilities and Property Department and College.

Level of Accountability

Performance of the role must be undertaken with the highest of integrity, in accordance with the College Delegations of Authority. This is a collaborative role, with general direction provided on a day-to-day basis. Guidance and advice are available from the Maintenance Services Manager and College Facilities and Services Manager as required.

All tasks must be completed within required timeframes, to a high standard, and in accordance with the policies and procedures of the College. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives.

Organisational Relationships

Reports to:	Maintenance Services Manager
Direct Reports:	Not applicable
Key Internal Relationships:	College Facilities and Services Manager Members of the Maintenance Services team Members of the Grounds team Members of the Marketing and Community team Other staff of the College
External Relationships:	Organisations with whom the College deals
Leadership Teams:	Not applicable

Safeguarding Children and Young People

As an employee of Scotch Oakburn College, you are required to adhere to our Code of Conduct, accessible on The Dash, which outlines behaviour standards aligned with safeguarding children and young people.

Your responsibilities include providing a safe and welcoming environment for children and young people, acting as a positive role model, ensuring positive and safe interactions, and providing adequate care and supervision. Through the performance of their roles, all staff are required to promote the safety and well-being of children and young people in our care, and report suspicions or disclosures of abuse or policy breaches to management.

Additionally, during your employment with the College you are required to maintain valid Working with Vulnerable People documentation and undergo periodic National Criminal History record checks. You are also obligated to report to College management any criminal charges or convictions received during employment that may pose a risk to children and young people.

Work Health and Safety

Scotch Oakburn college is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students, and visitors. As a member of staff, you will be required to:

- take reasonable care of your own health and safety,
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons,
- comply, so far as you are reasonably able to, with any reasonable instruction provided by the College to allow the College to comply with the Work Health and Safety Act,
- co-operate with any reasonable policy or procedure of the College relating to health or safety, and
- report any injury, hazard, near miss or incidents and losses as soon as they are detected using the College's incident and accident reporting system.

Knowledge and Experience:

A strong understanding of WHS requirements as well as experience in:

- delivering both planned and reactive maintenance and building tasks; and
- supporting and monitoring sub-contractors.

Recruitment:

In accordance with its Recruitment Policy, Scotch Oakburn College is committed to selection procedures based on merit, qualifications, experience and which are aligned to the key selection criteria of the role. As such, applications for this role should address the Key Selection Criteria below to demonstrate their ability to fulfil the key duties and responsibilities outlined.

Key Selection Criteria:

1. Demonstrated depth and breadth of knowledge, understanding and experience as a carpenter working as part of a broader environment of multiple trade qualified and non-trade qualified staff.
2. Demonstrated level of planning and time management skills suitable to managing the demanding workflow.
3. Demonstrated experience in Microsoft Office Suite, in particular Word and Excel.
4. Demonstrated high level communication and interpersonal skills across a broad range of stakeholders (eg subcontractors, apprentices, end users, general public etc).
5. Safeguarding Children: a demonstrated commitment to actively contribute to the College's safeguarding culture for children and young people, including an understanding of the College's policies in relation to Child Safety.