

Position Description

Carpenter/Cabinet Maker

OVERALL PURPOSE OF THE POSITION

The Carpenter/Cabinet Maker is a key member of the Maintenance Team who are responsible for ensuring the effective management and maintenance of the School's facilities to best practice industry standard in order to provide first class and well-managed facilities for students and staff.

PRIMARY DUTIES & RESPONSIBILITIES

- Responsible for the repairs and maintenance for designated departments and buildings. Work closely with the Heads of Department and the occupants of the allocated areas.
 - Carry out work raised from an internal work request system as allocated by the Maintenance Team Leader. These requests will relate to area of responsibility.
 - Work collaboratively with contractors where tasks are required to be outsourced
 - Some work will be non-trade work; eg set-up and clear up after functions, set-up desks and chairs for exams in the gym and hall. Move furniture and relocate staff when required. Move props for music and choir rehearsals and performances etc
 - Work with minimum supervision at times.
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ESSENTIAL PERSONAL ATTRIBUTES

- Exceptional time management with the ability to multi-task, prioritize and meet deadlines
- Proven ability to develop and maintain effective working relationships with key stakeholders
- Capacity to support and motivate a team
- Ability to work effectively in a team environment
- Exceptional verbal communication and interpersonal skills
- Excellent working knowledge of WHS requirements
- Demonstrated problem solving abilities
- Exceptional standards of honesty, integrity and professionalism

PREFERRED

- Working at heights ticket
 - Forklift licence
 - High risk work licence
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ACCOUNTABILITY

Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS/REQUIREMENTS

- Technical qualifications in Carpentry/Joinery
- Effective liaison with a broad cross-section of people including students, staff and parents, and external providers.
- Willingness to travel between School Campuses as appropriate
- Senior First Aid
- Driver's Licence
- Flexibility to work around the College's busy schedule.

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: Clerk of Works

The Immediate Manager: Team Leader – Maintenance

This position: Carpenter/Cabinet Maker

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Carpenter/Cabinet Maker**.

Approved by the Clerk of Works in August 2024

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: _____

Signature of Staff Member: _____

Date: _____