

Position Description

Position	Facilities Assistant
Award	Educational Services (Schools) General Staff Award 2020
Classification	School Operation Services, Grade 1
Directly reports to	Calendar, Events and Community Engagement Manager <i>All professional service positions ultimately report to the Business Manager</i>

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Summary

The Events & Facilities Assistant primary purpose is to support preparation and pack-down of School events and daily operational needs of the School.

Working closely with the Events & Facilities Coordinator to set up and pack down routine events, examinations, and special events according to the School's events calendar. Supporting the day to day operations and running of the school, responsibilities also involve ensuring the availability of tea and coffee, in all kitchens, maintaining cleaning supplies, and supporting event preparations, mail collection, and distribution of mail deliveries. During school events, venues are made presentable and ready for use.

The Events & Facilities Assistant additionally supports the maintenance of inventory and conducts stock-takes of kitchen supplies. Their active participation in holiday "spring cleaning" activities contributes to a clean and organised atmosphere within the School.

Key Result Areas

Responsibilities	Performance Outcomes
To promote and enable the Ivanhoe Strategic Vision	The Purpose and Ethos of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Ivanhoe Grammar School
Provide students with a child-safe environment	A demonstrable and leading understanding of appropriate behaviour and legal obligations relating to child safety. A leader of compliance with the School's Child-Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety

Ensure a well-prepared and clean environment for morning tea activities, providing a pleasant experience for staff, students, and visitors.

Attentive focus on cleanliness, of all common rooms/areas, including the Ivanhoe House Common Room.

Ensure an uninterrupted availability of refreshments and well-stocked cleaning materials, contributing to a well-functioning and organised kitchen environment at Ridgeway Campus, Plenty Campus, University Campus, and Buckley House.

Contribute to successful events by providing necessary supplies and ensuring venues are presentable.

Delivering on the calendar, including venue setup for School functions, including cleaning, provisioning tea, coffee, biscuits, tablecloths, and cutlery.

Prompt identification and resolution of unsafe/not functional facilities and resources.

Active participation in "spring cleaning" activities during School Holiday periods as directed.

General maintenance of Buckley Hall kitchens, Auditorium and Watts Foyer kitchen.

Demonstratable inventory control and resource management, specific to the movement of furniture, equipment, musical instruments, catering supplies, and the overall setup of School events.

Other duties as directed by the Principal or Business Manager

Attend various meetings at the invitation of the Principal or Business Manager

Engage in projects or other duties as directed by the Principal or Business Manager

Key Challenges

- Build on the School's reputation as a contemporary centre of excellence in education.
- To create conditions for learning that are student-centred, outcomes-based, incorporate a diversity of approaches and promote excellence.
- Develop the School's profile as a leading school for tertiary admissions in Victoria and ACT.

Education and Experience

- Current Working with Childrens Check.
- Relevant qualifications in area of expertise or equivalent experience in event coordination or hospitality.
- Valid driver's license.
- Relevant qualifications in area of expertise or equivalent working experience
- Understanding of child safety protocols and compliance requirements.
- Responsible Service of Alcohol (SITSS00071) (highly regarded)

- Safe Food Handling (SITXFSA001) (highly regarded)
- Manual Handling qualification and experience (highly regarded)
- Sound knowledge of child safety protocols and compliance requirements.

Knowledge and Skills

- Outstanding interpersonal skills including a demonstrated ability to build community.
- Strong capacity to consult, collaborate and interact with staff, students, and parents / guardians.
- Highly competent in the use and application of digital technologies.
- Demonstrated high level organisation skills to work flexibly.

Attributes:

- Be a suitable person to engage in child-connected work.
- Supportive and an avid promoter of the Ivanhoe Grammar ethos and values.
- Highly developed verbal and written communication skills.
- Demonstrated ability to work with others towards a common goal.
- The nature of this role requires a good level of physical fitness.
- Personal resilience, enabling effective management of multiple and conflicting demands.

Reporting Relationships

Reports to:	Calendar, Events and Community Engagement Manager
Associated Relationships:	Principal Business Manager Heads of Campus, Deputy Heads of Campus, Facilities Team
Team/s:	Calendar & Events Team

Additional Information Relating to the Position

Child Safety Commitment

All schools have a moral responsibility for the safety and wellbeing of students. At Ivanhoe Grammar School we take this responsibility very seriously. We are committed to a school culture where protecting children forms a part of our everyday thinking and activity. Protecting students is the responsibility of everyone who is employed at, or is engaged by, Ivanhoe in child-related work. Detailed information about our commitment to child safety and wellbeing, is set out in our code of conduct, policies and procedures located on our Child Safety page.

Committed to child safety, children's wellbeing and protecting children from abuse, the School requires that all staff comply with the School's Child Safety Code of Conduct, Child Safety Policy, Child Safety Concerns Management Procedure, Health and Safety Policy and Respectful Workplace Behaviour Policy.

All teachers and non-teaching staff working directly with or caring directly for students are required to have a working knowledge and understanding of our Child Safety Code of Conduct, Child Safety Policy, and Child Safety Concerns Management Procedure.

Where any staff member breaches any of the School's policies or codes of conduct, the School will take appropriate disciplinary action.

Administrative Staff Commitment

All members of the Administrative Staff team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the School's systems and programs. Administrative staff must be willing to assist and support other members within the team in accordance with our School's expectations of collegiality and teamwork. The Business Manager or their delegate may assign reasonable duties in addition to those listed in this position description.

Occupational Health and Safety (OHS) Commitment

All School staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.

All staff are responsible for:

- Participating in OHS related training
- Reporting OHS hazards and incidents
- Actively participating in the development of risk assessment and or job safety analysis
- Assist with workplace inspections
- Adhere to Ivanhoe Grammar School's OHS policies and procedures

Policies and Procedures

All employees of Ivanhoe Grammar School are expected and required to understand and adhere to all School policies and procedures. It is a condition of employment that all employees participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of School policy may result in disciplinary action.

Approval

Developed by	Head of Human Resources
Approved by	Principal
Approval date	May 2023
Next review date	May 2027

