

Position Vacant

BUILDING MAINTENANCE PERSON

Fulltime / Permanent Position

Central Coast Grammar School is a leading K-12 independent, coeducational and nondenominational school. Located on a single 19 hectare campus overlooking the Matcham Valley close to the heart of Erina, our school offers a spacious environment where students can grow and flourish.

We have a full time permanent position available for an experienced Building Maintenance Person to join our Grounds & Maintenance team. Reporting to the Property Manager, the key primary responsibilities of this role are to undertake a wide range of maintenance and repair activities and to provide logistical support for facilities set up throughout the school.

To be successful you will need to possess and demonstrate:

- Previous experience in building or property maintenance
- Mechanical aptitude and/or electrical experience
- Completion or undertaking a related maintenance trade
- Current driver's licence
- Light Rigid Licence would be favourable
- Excellent communication and interpersonal skills
- Team work and flexibility
- Good administrative skills, with a high level of flexibility and adaptability
- A commitment to the strategic direction and ethos of the school

Interested applicants should familiarise themselves with the School's Strategic Plan '*Next Generation Teaching and Learning 2015-2020*', available on our website at www.ccgsw.edu.au. It is expected that every member of staff will commit to the Strategic Plan.

The school complies with the requirements of the *Child Protection (Working with Children) Act 2012*. The position requires the successful applicant to have a Working with Children Check in accordance with the Act, prior to employment.

To apply you will need to provide:

- cover letter
- CV
- copy of your qualifications, with completed date(s)
- telephone numbers for referees and
- Working with Children Check number, if you already have one

Please email your application to the Human Resources Manager by 3pm, Friday 15th February 2019 to:
ccgscareers@ccgsw.edu.au.

Please note that any attachments associated with your application are to be either Word documents, jpg images or pdf.