



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision



St Monica's College, Cairns

Plant & Facilities Manager

Full Time Permanent Position
38 Hours Per Week
Commencing: 25 January 2021 (Negotiable)

Applications Close: 5.00pm, Thursday 14 January 2021

Applications are invited from suitably qualified and experienced candidates for this position.

Intending applicants must:

- Be fully supportive of the ethos of Catholic Education;
- Be fully committed to creating and maintaining a child safe organisation;
- Hold a Working with Children Blue Card.

Catholic Education Services is an equal opportunity employer.



1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

2. Covering Letter (Maximum 2 Pages)

Provide a covering letter outlining your experience and reason for applying for this position.

3. CV/Resume (Maximum 2 Pages)

Provide a CV/Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional Development (any other courses you have completed or are currently enrolled in)

4. Supporting Documentation

Provide supporting documentation which include:

- Qualifications and academic transcripts
- Practicum Reports (Graduate Teachers ONLY)
- Registration:
 - Working with Children Blue Card
 - Professional Membership

QUICK TIP

Current employees are not required to provide supporting documentation.

5. Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Supporting Documentation

QUICK TIP

Do not bind/ place your application in a folder or submit original copies of documentation.

Submit To: Ms Edna Galvin
The Principal
St Monica's College, Cairns
Phone: 4042 4800
Email: principal@stmonicas.qld.edu.au



New Blue Card laws from 31 August 2020

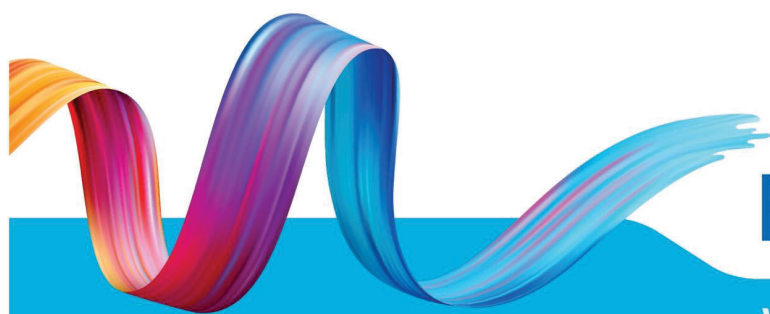
No card? No start.

Applying for a new blue card - you cannot work until your application is approved.

Renewing a blue card - if you don't apply to renew your blue card **before the expiry date**, you **cannot work** until your application is approved.

It is an offence for a disqualified person to sign a blue card application form.

For more information refer to the
Working with Children (Risk Management and Screening) Act 2000



Blue Card Services

Working together to keep kids safe

Visit www.qld.gov.au/bluecard
Phone 1800 113 611 or 3211 6999
Email info@bluecard.qld.gov.au



**Queensland
Government**

Employment Application Form

Position Applied For:

PERSONAL PARTICULARS

Title: Mr Mrs Ms Miss Other

SURNAME:

PREVIOUS SURNAME:

GIVEN NAMES:

PREFERRED NAME:

RESIDENTIAL ADDRESS:

POST CODE:

POSTAL ADDRESS: AS ABOVE

POST CODE:

HOME PHONE:

MOBILE:

EMAIL:

RELIGION:

TEACHER APPLICANTS ONLY:

HAVE YOU OBTAINED OR WORKING TOWARDS QUALIFICATIONS IN RELIGIOUS EDUCATION?

REFEREES

In order to make an informed decision on your suitability for the position, Catholic Education will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, **safe guarding children**, experience and competency. Please list two referees, including a line manager in your most recent position. For teaching positions, you must include a line manager in your most recent education position, eg Principal. A Church Representative/Religious or Clergy reference is defined as a Parish Priest, Bishop or member of a religious order. We reserve the right to request an additional referee if we believe a person has not been fully forthcoming.

Referee 1 (Line Manager)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 2 (Employer)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 3 (Church Representative)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 4 (Other Professional)

Name:

Position:

Organisation:

Mobile:

Email:

EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be required to complete an Employment Health Declaration. The purpose of this declaration is to ensure that you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

WORKING IN THE DIOCESE OF CAIRNS

The Catholic school system is an integral part of the Church. The Catholic Diocese of Cairns extends from Cardwell in the south, west to the Northern Territory border including the Atherton Tablelands, and north to gulf country, Cape York Peninsula and the Torres Strait Islands. With the exception of schools in Weipa, Cooktown and Thursday Island, all schools and colleges are within two hours driving time from Cairns.

Catholic Education Services is the Diocesan education office. Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education Services, who is the employer of all Catholic Education staff in the Diocese. Further information about Catholic Education in the Diocese of Cairns is available from the website: www.cns.catholic.edu.au

EMPLOYMENT REQUIREMENTS

Any appointment to a teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee demonstrating appropriate qualifications and registration with the Queensland College of Teachers Registration. Any appointment to a non-teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee holding a valid Working with Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. It is an offence for a restricted person to start or continue working or volunteering in restricted employment. For more information, please visit [Blue Card Services](#).

Employment is conditional upon the appointee demonstrating eligibility of Working Rights on Australia.

Catholic Education has zero tolerance for abuse. All employees have a responsibility for promoting and safeguarding the wellbeing of children and young persons that they responsible for coming into contact with.

Employment is conditional upon the acceptance of the Statement of Principles for Employment in Catholic Education and for teaching position the attainment of Accreditation to Teach Religion in a Catholic School. To view the Statement of Principles, visit www.cns.catholic.edu.au and click on Employment / Agreements, Schedules & Awards.

EMPLOYMENT COLLECTION NOTICE

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Catholic Education Services with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application. To view Catholic Education's Privacy Policy, visit www.cns.catholic.edu.au and click on About/Privacy. Your records will be kept on file for a three-month period only pending your employment within the Diocese.

DECLARATION

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission. I have read, understood and accept that the Statement of Principles referred to above are contractual obligations underpinning employment with Catholic Education - Diocese of Cairns.

Signature:

Date:

Please indicate how you became aware of this vacancy:

CES Website

Facebook

Teacher on Net

SEEK

Catholic Jobs Online

Newspaper: Please specify:

Other: Please specify:

POSITION TITLE:	Plant & Facilities Manager – St Monica’s College (*SMC)
REPORTS TO:	The Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> School Officer Level 6 - Salary Range \$71,943 - \$87,591 Gross per annum
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services – Diocese of Cairns (CES), consists of twenty-nine schools including twenty primary schools, two Prep to Year 12 Colleges and seven secondary Colleges which includes a Youth Assistance College with campuses in Cairns and Cooktown. All schools, except the dual campus Our Lady of the Sacred Heart School, Thursday Island and Hammond Island, Weipa and Holy Spirit College, Cooktown campus, are within a two hour drive of Cairns.

CES is committed to building communities of learning that provide a safe, nurturing and academically challenging environment for all students.

Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals the Executive Director manages and facilitates a number of significant and particular delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring of quality of schools and compliance/accountability with requirements of governments, Church and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach.

PURPOSE OF THE ROLE

The role of the Plant & Facilities Manager is to ensure that all aspects of SMC in regard to assets, buildings, gardens and grounds are well maintained and presented and that all work undertaken complies with statutory obligations and Australian Standards. The Plant & Facilities Manager is the head of the Maintenance Department and is the direct supervisor of the Cleaning, Maintenance and Grounds staff. The Plant & Facilities Manager is also responsible for the management of contractors and sub-contractors.

- Take direction from the Principal
- Be team focused and communicate effectively and professionally with all Cleaning, Maintenance and Grounds staff as well as all members of the school community
- Facilitate and manage regular departmental meetings
- Attend Maintenance meetings
- Maintain strict confidentiality at all times
- Be an active member of the relevant Sub-committee’s
- Dress in a professional manner that fits within the guidelines of the Staff Dress Code and other required safety dress

- Be available to assist with out of hours work – particularly around significant SMC events and students' rites of passage ceremonies eg., Special Masses; Awards Ceremonies; Graduation etc.
- Adhere to all documented workplace policies and procedures

ESSENTIAL DUTIES AND RESPONSIBILITIES

Typical duties performed may include, but are not limited to:

- Maintain appropriate behaviours when engaging with students
- To coordinate the implementation of maintenance in SMC – work with Executive Assistant (EA) and other relevant staff
- To manage all of the Facilities at SMC efficiently and effectively, in order to support SMC's requirements throughout the year
- Assist with the setup of functions, events and SMC activities – avoid annual leave at these significant times
- Determine suitability of space for requested functions, events and SMC activities in consultation with relevant others
- Ensure the facilities are appropriately equipped to meet the users' needs
- Ensure that all SMC facilities are well-presented, clean, tidy and safe at all times
- Attend and supervise major functions, meetings and conferences held on SMC property to ensure smooth running of the events and protection of SMC property – these may require extra hours
- Ensure sufficient stock levels of hardware and fittings are kept in store for maintenance and repairs to plant
- Inspect facilities for neatness, cleanliness and safety prior to and during functions, events and activities
- To implement SMC policies and procedures in relation to protection, use and presentation of SMC facilities
- To manage SMC security system – this may involve out of work hours
- Coordinate the Cleaning, Maintenance and Grounds staff in the performance of their duties and promote a cooperative culture
- Develop the Maintenance Plan for SMC including the development of routine and preventative maintenance including yearly list submitted by all staff – meet with EA regarding requirements
- Report regularly to the Principal on day to day use of facilities and related issues – fortnightly meeting
- Schedule and document planned maintenance activities, including but not limited to the development of essential services audits, air conditioning, electrical plans, fire services, pest inspections asbestos audits etc., – before exam periods
- Identify, report and advise on major furniture, fixture and equipment renewal needs across SMC in consultation with others
- Manage annual departmental budgets submissions to the Business Manager and manage Subject Department expenditure in accordance with approved budgets from the Principal
- Submit Capital expenditure requirements to the Business Manager for major furniture, fixture and equipment renewal needs on a whole SMC basis after discussion with the Principal and Leadership Team
- Assist Business Manager with insurance to ensure all plant, equipment and buildings are insured correctly
- Establish and manage a system to respond to service requests from staff for breakdowns and repairs and ensure that records of such requests and the rectification processes are adopted are maintained
- Manage contractors and sub-contractors that their work is carried out with due regard to protection of SMC built environment and grounds and with minimum disruption to SMC activities
- Review all documentation including plans and specifications for work to be carried out by external contractors after approval by the Business Manager and Principal
- Provide advice to the Business Manager on the appointment of contractors via appropriate tendering processes



- Ensure that all contractors and sub-contractors have fulfilled the required documentation in regards to the contractor process
- Ensure quality standards and all WHS are adhered to
- Be supportive and promote SMC's WHS requirements
- Manage risk associated with all Department activities to ensure the safety of all works undertaken
- Report any equipment or situation that is hazardous or has potential to affect the health and safety of the workplace to the Deputy Principal
- Implement policies and procedures to meet WHS standards
- Respond to emergency situations in an appropriate manner, noting that this may be outside normal working hours or on weekends – alert key staff
- Provide accurate reports at maintenance meetings on Departmental activities
- Ensure that confidentiality is maintained at all times
- Manage SMC vehicles including maintenance and registration
- Attend to any other matter thought appropriate for the position and consistent with the skills of the incumbent as directed by the Principal and Leadership Team
- Work closely with the Teaching staff who have complex WHS needs eg., Science and Catering
- Work closely and meet with the APA to ensure appropriate WHS are met – particularly before significant SMC events

SMC reserves the right to alter roles and responsibilities to suit the leadership and management requirements of SMC.

GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively - manage change in self and others
- Ability to work effectively in a team – and with several teams
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work and listen to feedback appropriately
- General skills in Microsoft Office applications as necessary to carry out required tasks
- Appropriate PD will be offered to support competent use of digital technologies necessary to demonstrate the required range of skills and tasks
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace

Physical requirements of the position:

- Work is normally performed in an outdoors environment and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises
- Manoeuvring within the office/school environment appropriate to the position
- Frequent driving of a motor vehicle
- Frequent use of telecommunication and electronic equipment
- Work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment



- Work environment involves the use of tools, machinery and other equipment that requires following safety precautions and may involve the use of protective equipment

MANDATORY QUALIFICATIONS AND REQUIREMENTS

- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Unless an exemption applies, all staff are required to hold a current Working With Children Blue Card
- Current driver's licence
- Promote child safety at all times
- Trade qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2015-2019

ADDITIONAL INFORMATION

The incumbent will need:

- A Non-smoking Policy is effective in Catholic Education Services buildings, offices, and motor vehicles
- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2010
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues

EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____