



**MELBOURNE
RUDOLF STEINER
SCHOOL**

ADVERTISEMENT FOR MAINTENANCE POSITION

The Melbourne Rudolf Steiner School, established in 1972 is a small independent school of 500 students from Kindergarten to year 12. We are a co-educational, non-denominational school located in the eastern suburbs at Waranwood.

We are offering a position to an enthusiastic and suitably qualified person to join our existing Maintenance staff. We seek an applicant with excellent time management and interpersonal skills and an ability to liaise with a range of people from diverse backgrounds. The applicant will be required to work during school holiday periods.

This role requires:

- Excellent organisational, time management and problem-solving skills;
- Exceptional interpersonal, written and verbal communication;
- Coordinate and liaise with Grounds on the execution of tasks as required;
- Ability to work during the school holiday periods and on the School Fair and Open Day;
- Ability and willingness to be contactable outside of work hours, in case of emergency;
- Ability to prioritise tasks and provide feedback about tasks to a range of people across the school;
- Demonstrated proficiency in general maintenance tasks, including but not limited to servicing, repair, and management of contractor works;
- Willingness to provide support to school staff by way of collecting materials/supplies from various locations, using the School work vehicle;
- Ability to work with software packages such as Microsoft Office and Google Suite to maintain a maintenance register of daily works;
- Previous experience in this type of role at a school would be an advantage;
- Qualifications and experience from a trades background would be an advantage;
- Willingness to undertake any work-related training as required, including but not limited to test & tag, first aid etc;
- A willingness to embrace the ethos of Steiner Education is essential, and an understanding of Steiner Education is an advantage;
- Applicants must have a sound understanding of, and commitment to, current child safety standards and a current Working with Children check.

Only people with the right to work in this country may apply for this position.

Applications in writing or via email should be sent with a current CV, including the names and contact details of two referees by **5 pm, Friday 5th March 2021.**

Attention:

Maintenance Position
Melbourne Rudolf Steiner School
213 Wonga Road
Waranwood VIC 3134

Or

Email: office@mrss.vic.edu.au

Attention: Maintenance Position