

General Hand | Position Description



Position title: General Hand

Reporting to: Head of Property

Position summary:

You will work well in a team environment, have pride in your work, and high attention to detail. The General Hand is a person with experience in working with other trades who is able to assist with and complete building, maintenance and repair of school facilities.

Duties and Responsibilities:

- Assist Head of Property, Facilities Manager, and tradespeople in repairs and maintenance works on school property to a high standard, minimising impact on school activities
- Set-up and removal of function equipment as required
- Perform daily maintenance tasks as allocated by the Facilities Manager
- As a general hand, assist other workers (including subcontractors and suppliers) to complete repairs as needed
- Be able to carry out a risk assessment for required tasks and have input to creation of safe work method statement
- Ensure all work is carried out in accordance with legislation, industrial and Ascham procedures in the area of Work Health and Safety (WHS)
- Demonstrated ability to understand extent of work required for a maintenance work request and work unsupervised for long periods during the day
- Operate plant and equipment required to perform tasks
- A willingness to work co-operatively as part of a team.
- Be able to multitask, prioritise, meet service KPIs and work unsupervised.
- Excellent attention to detail along with verbal and written communication skills.
- Ability to problem solve and design temporary work arounds for issues quickly.
- Attend relevant training courses as required to perform maintenance tasks in a safe manner
- Demonstrated ability to follow instructions given by Head of Property and Facilities Manager
- Perform routine maintenance tasks in a time efficient manner whilst respecting the school learning environment
- Undertake other duties at the request of the Head of Property or Facilities Manager
- Work in accordance with the Ascham Staff Code of Conduct

Essential Criteria

- General knowledge of building maintenance and construction practices and methods
- Knowledge of the materials and tools used in building and landscaping work
- Ability to read plans, sketches and maintenance work order requests
- Understanding and commitment to risk management procedures
- Understanding of and commitment to WHS principles
- Requirement to work during pupil vacation periods
- Trade qualified (desirable)
- Good communication skills
- Good grooming and presentation
- A firm commitment to safeguarding and promoting the welfare of children (MUST INCLUDE)
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

Name: _____

Signed: _____

Date: _____

