



Ascham School



General Hand Position Description

General Hand

Department: Property

Reports to: Head of Property

Our School

Ascham is one of the world's leading girls' schools, and since its foundation in 1886 has educated girls who develop into confident, independent, compassionate young women. As an inclusive, day and boarding school for students in years P-12, it offers a warm, welcoming and collaborative environment.

As for our staff, we value those who demonstrate a positive, proactive approach to their work and have a willingness to participate in the life of the school. We look for energetic, dedicated and capable staff who are full of ideas; embrace a fast-paced environment; and demonstrate initiative, empathy and professionalism to help the school achieve its strategic objectives.

Job Description

The General Hand works with other tradespeople (electricians, plumbers etc) to complete the building, maintenance and repair of School facilities. This may include tasks such as ground maintenance, installing cupboards and whiteboards, handling deliveries, and other duties such as driving to hardware stores or maintaining School vehicles.

The role is an entry-level one without the need for formal trade qualifications or extensive experience, and with full training provides in areas such as testing, campus deliveries, event support, and general facilities duties. The position holder will work all year round from Monday to Friday and during pupil vacation periods. Occasional additional hours or weekend work may also be required, with sufficient notice.

Core Job Role Accountabilities

- Assist the Head of Property, Maintenance Team Leader and other workers (including subcontractors and suppliers) to complete repairs as needed
- Assist with general maintenance and manual labour tasks, allocated by the Maintenance Team Leader such as moving furniture and equipment between classrooms and meeting areas
- Set-up and remove event or function equipment
- Operate plant and equipment to perform tasks
- Undertake and own daily swimming pool inspections, water quality testing, and pool plant monitoring
- Coordinate the school's mail and packages delivery process
- Coordinate the movement of goods and internal deliveries between departments
- Assist with the safe and efficient movement of vehicles, students, parents, and visitors during student drop-off and pick-up periods
- Provide input into risk assessments and the creation of Safe Work Method Statements (SWMS)
- Attend relevant training courses to perform maintenance tasks in a safe manner
- Other duties as required by the Head of Property or Maintenance Team Leader.

Mandatory requirements

- Good communication and interpersonal skills
- Strong attention to detail
- Ability to follow instructions and work safely within established procedures
- Ability to work cooperatively as part of a team
- Ability to work in a busy environment, prioritise and multitask
- A strong work ethic, positive attitude, enthusiasm for learning, and willingness to try new skills
- Ability to work unsupervised with high levels of reliability, punctuality, dependability and personal presentation
- Physical fitness and ability to undertake manual handling, event setup, and general operational duties
- A current First Aid & CPR certificate
- A valid Working with Children clearance.

Experience in facilities, grounds, maintenance, hospitality, retail, customer service, warehousing, or similar practical environments would be well regarded.

Acknowledgment

I have reviewed this position description and understand the duties and responsibilities of the role.

Name	
Signature	
Date	