

General Hand/Duty Officer

One of Australia's leading independent schools for boys, Scotch College is renowned for its innovation in teaching and learning and its commitment to offering a broad education to develop each boy to his full potential.

We are seeking to appoint a General Hand to join our Property and Grounds Team. Reporting to the Maintenance Manager, this position provides an opportunity for a proactive maintenance professional to assist with a wide variety of set-up, logistics, maintenance and repair tasks across the school and assist with maintenance, incidents, OH&S and warden duties during our Saturday sports program. A full time, permanent position, the hours for the role are Tuesday-Saturday, 7.30am-3.30pm. Safe work practices are required at all times.

The successful applicant will have:

- High level of physical fitness to manage the physical demands of the role
- Strong work ethic and positive attitude, with a focus on teamwork and collaboration
- Proficient computer skills
- Well-developed organisational and time management skills, with a systematic approach to work
- Victorian Driver's License
- Current Working with Children Check
- EWP License and basic knowledge of First Aid - preferred
- Relevant qualifications and/or training in child safety and wellbeing

Some of the many benefits of working at Scotch College are:

- Extensive resources and facilities
- Opportunities for ongoing professional and personal development
- Generous leave entitlements
- Staff wellness activities including gym and swimming pool access, yoga sessions and interest groups
- Access to extensive Employee Assistance Program (EAP)
- Easy access via public transport and onsite parking

Applications should be sent to the Director of People and Culture, via email employment@scotch.vic.edu.au, and include a cover letter, CV and the full contact details of at least 3 professional referees.

Closing date: Friday 21 February 2025 (5pm)

***Scotch College reserves the right to interview and appoint prior to the closing date**

Support of the College's Christian heritage is an expectation of all staff.

Scotch College is committed to the protection of all children and young people from all forms of child abuse. All members of staff are required to provide referee, proof of identity and academic qualifications checks prior to employment.