



LOURDES HILL COLLEGE

A School of Good Samaritan Education

Position Description

Handyperson

Lourdes Hill College educates young women to embrace life and a passionate love of learning in a nurturing, inclusive and innovative Catholic learning community. We equip each person to reach their potential and boldly embody Benedictine values, listening actively with the 'ear of the heart'. Our overarching vision is to be universally recognised for empowering generations of young women to be a transforming Benedictine presence in our world.

Position Overview

The Handyperson plays an important role in ensuring Lourdes Hill College provides a safe, welcoming and well-maintained environment that supports teaching, learning and community life. Through the delivery of high-quality maintenance services, the role contributes to preserving College facilities, responding to operational needs and maintaining a campus that reflects the pride, care and excellence of the College.

Working collaboratively within the Property and Facilities team, the Handyperson undertakes a broad range of maintenance, repair and improvement activities while ensuring work is completed safely, efficiently and with minimal disruption to the daily operations of the College.

Duties and associated indicators of successful performance include:

Mission Stewardship

- Demonstrates humility, reflection, and relational presence in daily interactions, modelling the values of the Good Samaritan, Benedictine tradition, and the College.
- Actively participates in liturgical, prayer, and formation experiences that contribute to the faith and spiritual life of the College community.
- Integrates faith, values, and reflection into everyday work and relationships within the College.
- Contributes to College service, social justice, and formation initiatives as a practical expression of the mission and values.

Building and Facilities Maintenance

- Undertake routine and reactive maintenance across College buildings, classrooms, outdoor spaces and facilities.
- Complete minor repairs including carpentry, painting, plaster patching, door and furniture repairs, basic plumbing maintenance and other general building works.
- Diagnose maintenance issues and implement practical solutions in a timely manner.
- Carry out preventative maintenance activities to maximise the life and functionality of College assets.
- Assist with maintaining College equipment and infrastructure to ensure it remains safe, functional and fit for purpose.

Maintaining a Safe and Welcoming Learning Environment

- Contribute to maintaining an attractive, clean and welcoming campus that reflects the values and presentation standards of Lourdes Hill College.
- Support the set-up, movement and pack-down of furniture, equipment and facilities for College events, liturgies, assemblies and community activities.
- Assist with minor grounds maintenance, signage installation, furniture repairs and general campus improvements.
- Identify opportunities to improve the presentation, safety and functionality of College facilities.



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Operational Support and Service Delivery

- Respond promptly to maintenance requests through the College's maintenance management system.
- Prioritise work according to operational needs, safety risks and service requirements.
- Maintain accurate records of completed maintenance activities and communicate progress with relevant stakeholders.
- Escalate larger maintenance issues requiring specialist contractors or additional resources.
- Support contractors working on site by facilitating access and ensuring work aligns with College expectations.

Safety, Risk and Compliance

- Perform all duties in accordance with Workplace Health and Safety legislation, College policies and safe work procedures.
- Maintain safe work areas and ensure hazards are promptly identified, reported and addressed.
- Ensure maintenance activities minimise disruption and risk to students, staff and visitors.
- Operate tools and equipment safely and maintain them in good working order.
- Comply with all child safeguarding responsibilities and contribute to maintaining a child-safe environment.

Teamwork and Continuous Improvement

- Work collaboratively with members of the Property and Facilities team and other College staff.
- Demonstrate flexibility in responding to changing operational priorities.
- Share ideas that improve maintenance processes, efficiency and service delivery.
- Contribute positively to a culture of teamwork, respect and continuous improvement.

Other Duties

- Any other duties as required by Head of Property and Facilities.

Other Information:

This role reports directly to the Leading Hand.

Key Relationships

- Head of Property & Facilities
- Leading Hand – Property & Maintenance
- Maintenance Team
- College Staff
- External Hirers & Contractors

Qualifications and Experience

- Current Queensland Driver Licence.
- Construction Industry White Card (or ability to obtain).
- Current Working with Children Check (Blue Card), or eligibility to obtain.
- Relevant licences or tickets such as Elevated Work Platform (EWP), Working at Heights or Forklift Licence are desirable.
- Capacity to undertake manual handling and physical tasks associated with facilities maintenance.
- Willingness to work flexibly to support College operations and community events when required.



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Term of appointment

This role is a full time, Services Staff, Level 3 under the *Catholic Single Collective Enterprise Agreement Religious Institute Schools of Qld 2023-2026*.