



Maintenance Officer | Full-time Permanent

Classification: Support

Reports to: Facilities Manager

Working Hours: Monday to Friday, 7am to 3pm (on-site parking available)

Remuneration: \$80,000.00 Plus Superannuation

We are seeking a motivated and reliable Maintenance Officer to join our Facilities Team and help maintain our historic campus and grounds on a permanent full-time basis.

St Scholastica's College is a leading Catholic independent girls' school and boarding community in the Good Samaritan tradition. We are committed to providing an inclusive, values-based education that empowers young women to make a positive difference in the world.

About the role:

Reporting to the Facilities Manager, you will be responsible for carrying out planned and reactive maintenance, supporting the presentation and safety of the College grounds as well as assisting with the day-to-day operational needs of the school.

No two days are the same. One day you may be repairing doors, locks or furniture, the next you may be setting up for a school event and/or maintaining gardens.

Responsibilities include:

- Perform general building maintenance and repairs across the College campus.
- Complete routine inspections and respond to maintenance requests in a timely manner.
- Carry out handyman duties including painting, carpentry, repairs, furniture assembly, lock and hardware maintenance and basic building works.
- Maintain gardens, lawns, pathways and outdoor spaces.
- Assist with event, examination and function set-ups and pack-downs. This may require some after-hours work at certain times of the year.
- Operate and maintain tools, equipment and College vehicles safely.

A GOOD SAMARITAN SCHOOL IN GLEBE, NSW

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ABN 20 003 866 859 | CRICOS Provider 03337F



- Support building security including opening and securing buildings and grounds.
- Liaise with contractors and assist with the coordination of maintenance works.
- Identify and report safety hazards and ensure compliance with WHS requirements.
- Assist with deliveries, stock control and general facilities operations.
- Must take charge of the College's fleet operations 2 x buses and 2 x vans.

About You:

You will be a hands-on team player who takes pride in delivering high-quality work and maintaining a safe and attractive environment.

- Demonstrated experience in handyman and carpentry services
- Practical skills across a range of maintenance activities.
- Ability to work independently and manage competing priorities.
- Strong problem-solving skills and a proactive approach.
- Physically fit and capable of undertaking manual handling, lifting (up to 20kg) and general labouring duties.
- Must hold a recognised trade qualification in carpentry, with additional skills and experience in painting, plumbing, landscaping or other related maintenance trades.
- Experience using Microsoft Office (Word, Excel, Outlook) or similar, computer-based maintenance, facilities and asset management systems.

What we offer:

- Competitive salary and benefits package, including access to Fitness Passport.
- Supportive and collegial work environment that values work-life balance.
- Ideal for candidates who enjoy hands-on work, being outdoors and taking ownership of the presentation and upkeep of a historical campus.
- On-site parking
- Enjoy the stability of a permanent full-time position with family-friendly hours of 7:00am to 3:00pm, Monday to Friday.



About Us:

As a member school of Good Samaritan Education, St Scholastica's takes pride in educating young women who, with justice and compassion, will make a difference in the world. Our school community is guided by the values of compassion, courage and commitment, and we are dedicated to empowering young women to reach their full potential.

If you're passionate about making a difference in the lives of young people and contributing to the vibrant community at St Scholastica's College, we encourage you to apply for this exciting opportunity.

To apply, please visit www.scholastica.nsw.edu.au/employment and provide:

- completed Application Form
- your CV
- short covering note

Please send to: hr@scholastica.nsw.edu.au

St Scholastica's College is committed to the development of work systems, practices, policies, and procedures that promote child protection, child safety and child wellbeing within our College.

Please note only shortlisted candidates will be contacted and interviewed as applications are received. The position may be filled prior to the deadline.

In accordance with Child Protection legislation, all employees must maintain a valid Working With Children Check.

Applicants must have full working rights to work in Australia.

Closing date: **Sunday 11 October 2026**

Please note only shortlisted applicants will be contacted.