



NOWRA ANGLICAN COLLEGE

Facilities and Maintenance Leading Hand

Who we are, and what we commit to:

Respect | Compassion | Wisdom

Nowra Anglican College is a respectful community grounded in Christ's compassion, learning to live with wisdom.

Mission

To provide a high quality Christian education with a welcoming community where all individuals are valued and belong.

As a community of learners we strive for excellence, unlocking the potential of each individual, developing confident, active learners who improve their world.

Our Vision

To be a community of learners, living and serving in Christ's world.

Position Overview:

The Facilities and Maintenance Leading Hand is key in ensuring facilities are maintained to a high standard and appropriate to the school's needs. This will primarily involve undertaking small projects as well as scheduled and emergency maintenance.

The three key functions of the role are:

People - Ensure facilities are maintained to a high standard to support student learning. Direct maintenance officers, trades and casuals as they undertake maintenance tasks.

Process - Assist in high-level record keeping for WHS and compliance. Engage and direct the scheduled and ongoing maintenance tickets.

Communications - provide up-to-date information to maintenance ticket stakeholders

This role is primarily expected to be 'on-the-tools' leading the maintenance and striving for continual improvement.

The School:

Nowra Anglican College is a dynamic P-12 school located in the beautiful Shoalhaven. The College is in an exciting stage in its life, experiencing rapid growth as it implements its strategic plan fostering high quality learning and the development of the whole child.

The area is a fast-growing regional centre in NSW with a diverse range of employment and recreational activities and services. Locals enjoy an all-encompassing coastal lifestyle with easy access to both the mountains and beaches.

Position	Facilities and Maintenance Leading Hand Permanent Full Time Position (1.0)
Appointed by	Principal
Responsible to	WHS and Facilities Manager
Key working relationships	Senior Executive, School Services Team (Administration), Community Relations Team (Enrolments, Marketing, Communications and Alumni), Finance & Property Services Team, Executive Team, Middle Level Leaders ; Head of Diverse Learning; Heads of Department and Leaders of Learning, All Staff.
Last updated	February 2026
Involvement in the Life of the School	<p>The WHS and Facilities will be a member of the following:</p> <ul style="list-style-type: none"> ● PAOS Team ● Property Team (lead) ● WHS Committee <p>All staff are required to</p> <ul style="list-style-type: none"> ● Attend Staff Devotions. ● Attend other staff meetings and committee meetings when required. ● Coordinate/participate in a co-curricular activity such as a music ensemble, a lunchtime club or sporting team. ● Perform other duties that are deemed appropriate by and in negotiation with the Business Manager, Director of Administration or Principal, as required from time to time.
Duties - People	<p>The Facilities and Maintenance Leading Hand is expected to support the operations of the school by:</p> <ul style="list-style-type: none"> ● Assigning and leading maintenance and property tasks in conjunction with WHS and Facilities Manager ● Liaising with all staff to ensure quality and appropriate maintenance and property outcomes.

Duties - Process	<p>The Facilities and Maintenance Leading Hand will:</p> <ul style="list-style-type: none"> ● Assign the maintenance requests via urgent call, ticket and scheduled maintenance ● Support maintenance and property improvement schedules ● Involvement in low-value Capex Projects ● Daily unlock of school. This time should be used to check the school grounds and buildings for damage, graffiti and any other problems. ● Repair/purchase and/or replace all damaged items relating to buildings, services fittings and fixtures through approved contractors. ● In partnership with WHS and Facilities Manager, ensure that the grounds are kept to a high standard at all times and ensure that external contractors are managed to ensure these standards are continually maintained. ● In partnership with WHS and Facilities Manager, ensure that the school cleanliness is to a high standard at all times and ensure that external contractors are managed to ensure these standards are continually maintained. ● Ensure that the vehicle fleet is maintained and serviced. ● Manage bus drivers and oversee dedicated bus routes. ● Manage and coordinate the Test and Tag activities of all equipment at the College and Bomaderry Community Preschool. ● On call for out of hours emergencies. ● Duties as directed by the Principal or Director of Business
Duties - Communication	<ul style="list-style-type: none"> ● Communicate maintenance and facilities issues proactively
Duties - Corporate	<ul style="list-style-type: none"> ● Contribute to and maintain the College’s reputation, ethos and values with colleagues, students and the wider community. ● Encourage students to know and live the College values in all aspects of their lives. ● Model and uphold a high standard of professional behaviour.
Key Selection Criteria	<ol style="list-style-type: none"> 1. Supportive of the Christian ethos and independent nature of the College within the context of the vision, mission and values of The Anglican Schools Corporation as demonstrated by active participation in their local church (reference required). 2. Trade qualification in carpentry or cabinet-making, electrical or plumbing. 3. Experience as a leading hand or independent contractor. 4. Ability to lead the continual improvement of processes. 5. Experience and knowledge of WHS 6. Proficient in MS Office and Google software. Experience working with databases would be advantageous. 7. Demonstrated ability to: <ul style="list-style-type: none"> ● work under pressure ● set priorities and meet deadlines ● solve complex problems creatively ● communicate effectively with a wide range of people, from young students to staff and external community members.

Desirable Selection Criteria	1. Experience in property and maintenance in an institutional context.
Child Safe	Nowra Anglican College is a Child Safe school. All staff are expected to know and adhere to the NSW Child Safe standards. In addition this role has a specific responsibility in relation to Standard 8 (Safe Physical and Online Environments), Standard .
Workplace Health and Safety	The WHS and Compliance Administrator will comply with all relevant policies and procedures relating to Workplace Health & Safety and report all hazards and unsafe workplace practices to the Health & Safety Committee.
Working with Children Check	The Facilities and Maintenance Leading Hand will have Paid Employee Working with Children Check clearance and comply with all relevant policies relating to Working with Children.
Performance Review	All members of staff will undertake an annual Performance Review which is designed to strengthen workplace relationships, career development and effective workplace participation.
Hours of Work	The hours of work will be during the School Office open hours from 7:00am to 3:06pm, Monday to Friday. In addition, the Facilities and Maintenance Leading Hand may be required to work after-hours or occasionally on weekends (e.g. Open Day, major school events) and will be by mutual agreement with the Director of Business.
Name of Position Holder	
Signature of Position Holder	
Date	
Signature of Supervisor	

We are dedicated to creating a culturally safe and inclusive workplace where First Nations peoples feel valued, respected, and empowered to thrive. We actively seek to increase Indigenous representation and participation in our workforce and are committed to building meaningful and respectful relationships with Indigenous communities. We welcome and encourage applications from First Nations people, recognising the value, unique skills and knowledge that First Nations employees bring to the workplace.