

Schedule C

Position Description

Grounds Keeping Staff Member



Role Purpose

As a member of a team, ensure the College campus (buildings, infrastructure, ovals and grounds) are well maintained, neat and orderly.

Accountability

The Grounds Staff Member will be accountable to the Property Manager, then to the College Business Manager and ultimately to the Principal.

Qualifications

The Grounds Staff Member will have a minimum of 3 years' experience in a grounds/gardening/maintenance environment. Qualifications and/or experience in a trade would be highly regarded.

S/he must hold:

- Working With Children Card (Blue Card). College will assist with conversion from V to P Blue Card
- Open Driver's Licence
- Bus Driver's Licence would be desirable, but not mandatory

Personal Attributes

Every College employee must have a personal faith and commitment to Jesus Christ and be in regular fellowship and good standing with a local Christian church. Traditional Christian qualities must be lived out and exhibited daily. The appointee must:

- Ensure that s/he maintains a personal commitment to faith and belief in the Bible, consistent with our College Statement of Faith and personal commitment to our College Staff Lifestyle requirements.
- Demonstrate acceptance and support of other people, including staff, students, parents and visitors.
- Be approachable and supportive of colleagues, building effective, professional staff relationships.
- Have the ability to accept authority and carry out directives.
- Display willingness and commitment to know the organisation and support the mission and vision.
- Be motivated, cheerful, reliable, and hard-working.

Skills / Competencies

1. Be competent and compliant in the use of tools, equipment and machinery required to complete gardening and maintenance tasks.
2. Be physically capable of undertaking labouring tasks such as digging and hedge and edge trimming.
3. Drive College vehicles including school bus with student passengers.
4. Sound knowledge of WHS standards and expectations, particularly the occupational hazards and safety precautions involved with the maintenance, operation and repair of buildings, grounds, and infrastructure.

5. Prioritise, organise and carry out tasks under limited supervision to ensure maintenance and upkeep is carried out within expected time frames and to the College's standards as set by the Property Manager.
6. Be proactive and show initiative in identifying and completing tasks to ensure the campus is consistently presented to a high standard.
7. Ability to use a computer for emails and sourcing documents and information from the College intranet.
8. Ability to communicate effectively with co-workers, students, staff and visitors, building and maintaining appropriate, professional relationships.
9. Exhibit diligence and commitment to all aspects of employment including but not limited to areas such as:
 - a) personal presentation, effort and behaviour
 - b) punctuality and adhering to prescribed hours of work
 - c) completion of tasks within required timeframes
 - d) positive, friendly and flexible approach to tasks
 - e) honestly and regularly carry out a self-evaluation of all aspects of the role and personal performance seeking out training or feedback from the Property Manager as needed.
 - f) Be familiar with and meet expectation of all College policies including Child Protection Code of Conduct and Workplace Health & Safety as published on the College Intranet.

Duties and Responsibilities

1. Be proactive in ensuring that the campus is kept neat and tidy during school terms.
2. Prepare and maintain all grounds, sports fields and landscaped areas as required, including mowing of ovals and other grassed areas, hedge and edging maintenance, general landscaping / gardening, watering, planting, pruning and spraying / weeding.
3. Attend to general building maintenance duties and small construction work.
4. Be proactive in ensuring campus is kept neat and tidy by acting upon email requests to Building, Maintenance, Repairs (BMR) department or completing tasks as personally directed or rostered by the Property Manager.
5. Operate a range of tools, machinery plant and equipment in order to accomplish tasks.
6. Keep work areas and amenities clean and orderly at all times.
7. Maintain tools, plant and equipment in serviceable and safe condition, keeping maintenance records up to date and accurate.
8. Set up for after-hours functions such as Open Day, Special Assemblies, Presentations Nights, Festival.
9. Attendance at after-hours functions such as Open Day, Presentation Night, and Festival.
10. Drive College bus for various excursions and train station student pick up and drop offs.
11. Be proactive and show initiative by identifying and attending to or reporting maintenance or WHS issues requiring attention.
12. Ensure compliance with all WHS standards and expectations.
13. Other duties as required (which may include general cleaning, painting, pool maintenance and errands).
14. Uphold and meet conditions of all policies and procedures as published on Schoolbox.
15. Perform other duties within skill set, as required.

Student Protection

Emmanuel supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students. We expect all staff and volunteers to share this commitment by:

- Being informed of their responsibilities in relation to child protection including, but not limited to, all Child Protection training and being familiar with the Child Protection Code of Conduct.

- Following all legislative requirements, Child Protection Policy and Working with Children Policy.
- Wearing the name badge at all times.
- Immediately reporting any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or visitors to the College and its duty of care to protect students and staff from harm (self or other).

Work Health and Safety

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members by being proactive in their duty of care:

- Reporting any identified hazards or safety issues to the College WH&SA.
- Complying with and being supportive of Work Health and Safety requirements, as published on Schoolbox.
- Carrying out work practices in accordance with current Work Health and Safety standards.
- Ensuring all third party partnering arrangements comply with legislated requirements.
- Ensuring that no equipment, materials, appliances or chemicals are brought to the College which do not meet the required safety standards.
- Lodging risk assessments for all external and internal risk activities.
- Reporting any accidents involving students.
- Undertaking training, as required.
- Following all safety procedures and instructions.