

Duty Statement

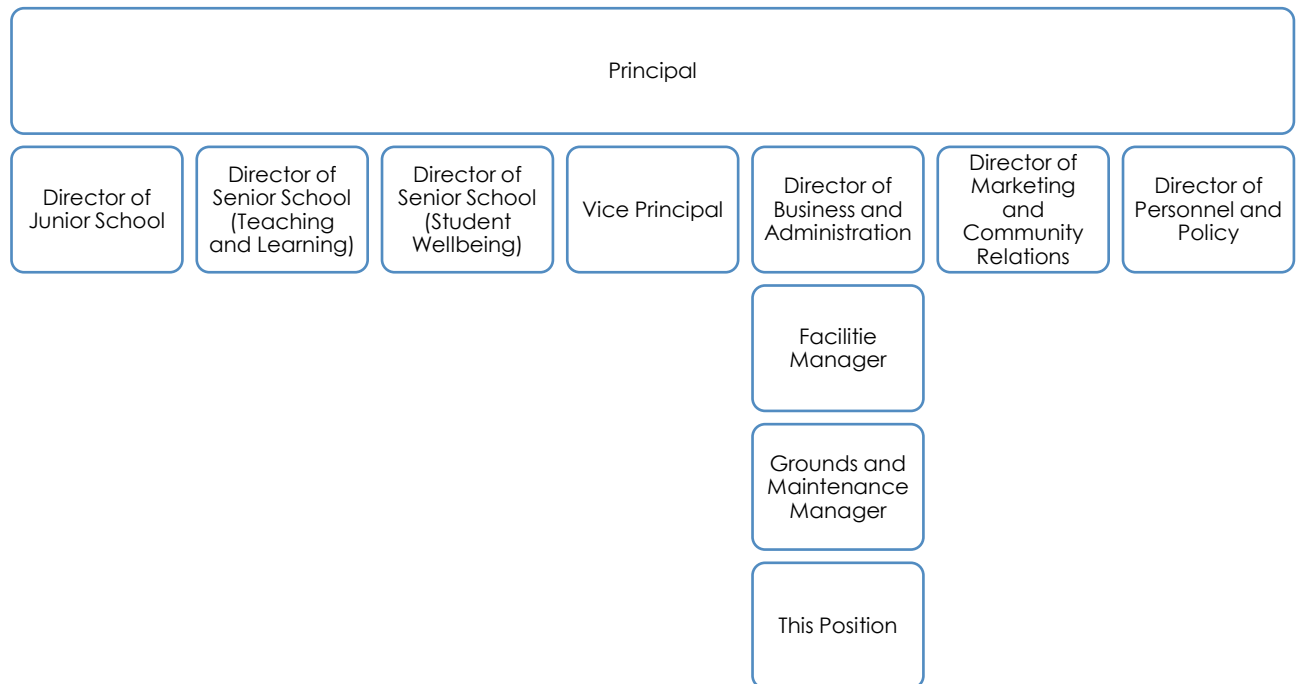
GROUNDS PERSON

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

POSITION PURPOSE

As a Grounds Person, you will be responsible to the Grounds and Maintenance Manager for duties associated with the day-to-day and long-term maintenance and development of the College grounds and environment, in a manner that is consistent with health and safety requirements.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

Primary duties

- a) Maintain the turf areas of the College, including the main sport oval and small passive lawns using the designated maintenance and renovation equipment, machinery and methods.
- b) Assist in preparing sporting fields, including line marking and sports goal installation.
- c) Maintain the College gardens, using designated equipment, chemicals and horticultural supplies.
- d) Assist with the planning and installation of new reticulation systems. Operate and program reticulation controllers. Carry out routine or emergency maintenance and repair to all types of sprinklers / reticulation systems.
- e) Carry out routine maintenance procedures as required for each item of machinery and equipment.
- f) Assist with the preparation and installation of both hard and soft landscaping within the College campus.
- g) Assist with the collection and removal of rubbish and litter in the College grounds
- h) Assist with the supervision and training of the Grounds Apprentice.

Staff Expectations

- a) Ensure the highest standard of grounds presentation and College needs are met, and within the required time frame.
- b) Ensure that the Grounds and Maintenance Manager is apprised of items requiring attention, more particularly matters relating to Occupational Health and Safety.
- c) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- d) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the college.
- e) Attend staff meetings as required and, on occasions, extraordinary meetings.
- f) Where possible, promote and assist in the extracurricular programme of the College, interacting with staff in activities outside the set daily timetable.
- g) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
- h) Maintain professional confidentiality concerning information about staff and/or students.
- i) Strive to implement productivity, quality, and service improvements on a continual basis.
- j) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- k) Comply with Occupational Safety and Health requirements in the workplace.
- l) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.

- m) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.
- n) On occasions, you may be directed to undertake other duties as required.

Selection Criteria

Essential

- Certificate III in Horticulture (Parks & Grounds)/ (Turf Management), Trade Certificate in Horticulture or equivalent competency gained through experience.
- Current 'C' (Car) class Driver's Licence.
- Demonstrated experience of undertaking a wide variety of horticulture maintenance activities in a medium scale landscape setting.
- A sound knowledge and experience of safe working practices in operating machinery associated with grounds maintenance (e.g. lawn mowers, brush cutters, chainsaws and tractors).
- Working with Children Clearance (Note: This needs to be obtained on commencement if not currently held).

Desirable

- Current 'LR' (Light Rigid), 'MR' (Medium Rigid) or 'HR' (Heavy Rigid) Driver's Licence.
- Senior First Aid Certificate.

Note: You will be required to undertake a medical examination (at the College's expense) to determine your ability to undertake the responsibilities of this position.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

May 2024