

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

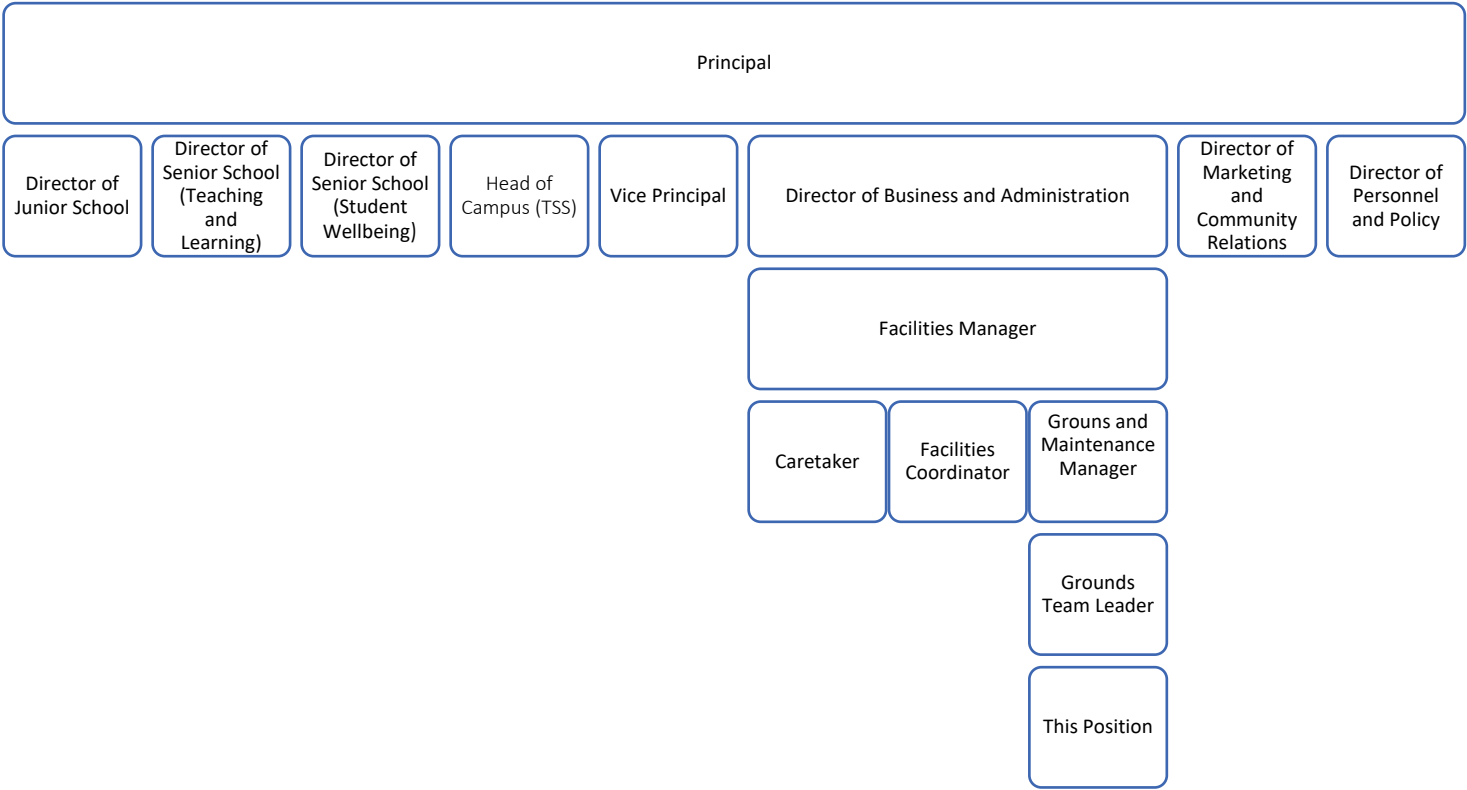
Position Purpose

What would I want, what would I do, if this were my child?

At All Saints' College, all staff recognise that relationships are at the centre of all we do. Recognising the value of each individual, our approach is human-centred, and we seek to provide a personalised education for each young person. Our focus is on the holistic development of every student, recognising there are as many measures of success as there are students at our College.

As a Grounds Person - , you will be part of a team responsible to the Grounds Team leader for undertaking a range of activities associated with maintenance of the college grounds and gardens to a high standard and to provide a range of services in support of College operations and events.

Organisation Structure



Key Responsibilities

The Grounds Person will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position.

1. **Primary duties** Assisting with the maintenance of garden beds and grassed areas, including mowing, pruning, whipper snipping, mulching, spraying and rubbish removal, throughout the College's campus to a high standard using best horticultural and green-keeping practices.
 2. Assisting with the establishment and upgrade of both hard and soft landscaping features throughout the College campus
 3. Identify and undertake immediate maintenance to any hazards or threats as presented throughout the College facilities.
 4. Assisting with routine and emergency maintenance of the College's reticulation system, including undertaking minor repairs as directed.
 5. Assisting with the preparation of sporting fields, including line marking and sports goal installation, as scheduled.
 6. .
 7. Assisting with the routine maintenance of machinery and equipment used in the maintenance of the College's grounds.
 8. Assisting with the routine inspection and maintenance of play equipment, sports goals, vehicular/pedestrian surfaces and boundary/barrier fences.
- Ensure that the Grounds Team Leader and/or Grounds and Maintenance Manager are immediately apprised of items requiring attention, more particularly matters relating to Occupational Health and Safety.

College Operations

- (a) Set up furniture and College facilities for functions, examinations, staff offices, and other venues as required.
- (b) Receive and distribute goods within the College, as required.
- (c) Cleaning/Pressure Washing of external surfaces, surrounding areas and furnishings if required.
- (d) Actively participate in team meetings and provide input into safety discussions and risk audit inspections.
- (e) Immediate rectification of damage through acts of vandalism (e.g. graffiti removal), and or environmental incidents.

Staff Expectations

- (f) Serve as a good ambassador of the College. This includes conducting oneself in accordance with ASC's professional standards and being supportive of the Anglican ethos of our College.
- (g) 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.
- (h) Operate as a 'team player' always and fully support the Principal, Executive Team and activities of the College.
- (i) Attend and contribute positively to staff meetings as required and, on occasions, extraordinary meetings.
- (j) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
- (k) Maintain professional confidentiality concerning information about staff and/or students.
- (l) Strive to implement productivity, quality, and service improvements on a continual basis.
- (m) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (n) Comply with Occupational Safety and Health requirements in the workplace.
- (o) Ensure that all documents are prepared and presented in a professional format in keeping with College practice and that high standards of written communication are maintained.
- (p) On occasions, you may be directed to undertake other duties as required.

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

October 2026

ERIC: our College values of empathy, respect, integrity and courage

Selection Criteria

Essential

- 9. Certificate III in Horticulture (Parks & Grounds)/ (Turf Management), Trade Certificate in Horticulture or equivalent competency gained through experience.
- 10. Current 'C' (Car) class Driver's Licence.
- 11. Demonstrated experience of undertaking a wide variety of horticulture maintenance activities in a medium/large scale landscape setting.
- 12. 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).
- 13. Working with Children Clearance (Note: This needs to be obtained on commencement if not currently held).

Desirable

- Demonstrated grounds/ garden or facilities maintenance experience within either a commercial, sporting or educational setting.
- Current 'LR' (Light Rigid), 'MR' (Medium Rigid) or 'HR' (Heavy Rigid) Driver's Licence.
- Safety Training and working at heights 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.