



POSITION DESCRIPTION

POSITION:	Staff Services – Grounds, Gardens and Maintenance
STATUS:	Term Time, Fixed Contract
REPORTS TO:	College Principal and/or Business Manager
DATE:	2020
CLASSIFICATION:	Services Staff Level 3

Purpose / Scope of the Position

Attractively designed, healthy and well-maintained lawns, gardens and grounds create a positive first impression, establish a peaceful mood. The Grounds person would be expected to perform a variety of tasks necessary to achieve a pleasant and functional outdoor and indoor environment. The grounds person would also care for indoor gardens and plantings within the school.

The Grounds/maintenance person will be engaged primarily in maintaining to a high standard the appearance of the grounds of the school as well as specific maintenance requests when required.

Duties and Responsibilities

This outlines the general duties and responsibilities of the position but is not all encompassing:

- Provide well maintained grounds and outward appearance of the school at all times
- Grass cutting – using Ride on Mowers, edgers and brush cutters
- Regular plant and equipment maintenance
- Turf maintenance including fertilising, top dressing
- General tidying, clean up and rubbish removal
- Non elevated pruning
- Maintain trees and shrubs through accepted horticultural practices
- Establish and maintain new gardens and areas
- Planting and general plant care
- Weed control – manual removal and general herbicide use
- Maintain equipment and storage shed and materials storage area
- Maintain and ensure cleanliness and tidiness of all approaches to the school
- Assure that quality work is performed to a high standard in accordance with the expected standards
- Ensure that care is taken with the schools' materials and equipment and plant
- Ensure that the grounds of the school are maintained in a safe, clean and tidy condition, so that risk of an accident occurring is reduced to a minimum
- Respond to requests for internal maintenance tasks for the school
- Liaise with the Grounds / Maintenance Manager and/or Business Manager regarding minor maintenance, repairs and the grounds areas of the College
- Monitor school facilities and bring to appropriate attention any repairs required/safety hazards

- Assist in preparation of College functions ie Race Day, Graduation Day, Presentation Night and Sports Days etc.
- Other duties as directed or requested by the Principal and/or the Business Manager

Safety

- Perform work in a safe and healthy manner and abide by the Diocesan and legislative safe work practices and procedures, instructions and safety management processes and practices
- Use safety equipment and personal protective equipment as specified
- Correct and or report unsafe conditions
- Work in a manner that will not endanger yourself or any other persons

Reporting

- This position reports directly to the Principal or the Business Manager

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)
Date

Signature