



Assistant Groundsperson – Level 2

Role Description

The role holder ensures the school facilities and grounds are maintained in a high standard of neatness, tidiness, safety and hygiene, contributes to the beautification and enhancement of appearance of the school ground and maintains routine security.

The Assistant Groundsman:

- is responsible for the quality of own work subject to routine supervision
- works under routine supervision either individually or in a team environment
- exercise discretion within their level of skills and training.

Reports to:

The role holder is responsible to, and reports on, all aspects of the role through the Head Groundsperson/Business Manager to the Principal. Relationships of significance exist with teachers, specialists, specialist staff and volunteers.

Typical Duties/Skills

- Major non-trade maintenance of equipment.
 - Maintenance of tractor, mowers etc
- Assists in chemical and other spraying
- Completes basic records.
 - Assist in recording of testing and tagging
 - Maintenance issues
 - WH&S records
 - Records for supervisor
 - Stock records
 - Security/Lock-up records
- Assists in the construction and installation of facilities and systems
 - Installation and construction of port racks
 - Installation and repair of locks and latches
 - General plumbing
 - Welding i.e. repair of tables, desks and machinery
 - Installation of drainage pits
 - General building maintenance, e.g. replace ceiling tiles, light bulbs, repairs to locks
- Operates a specialised range of machinery e.g. greens, mowers
 - Operates tractor, mowers, brush cutters, welder, blower
- Other
 - Responsible for lock up of school buildings at the end of each school day.
 - Remove and dispose of rubbish, maximizing use of school rubbish removal contract.
 - Hose and clean paved areas, verandahs eaves etc.
 - Remove and relocate furniture from room to room as required for special functions or occasions.

- Care of grounds, gardens, oval/playground including mowing, watering, planting, spraying and soil maintenance.
- Grounds improvement and enhancement activities e.g. general landscaping, construction of gardens and seating areas, installation and maintenance of irrigation and drainage systems.
- Prepare and mark outdoor sporting facilities.
- Collect and secure lost property.
- Cleaning due to emergency situations.
- Liaises with tradespersons
- Other duties as directed

Personal Skills and Attributes

- Support the mission and ethos of the College.
- Good communication and interpersonal skills including developing positive relationships with fellow staff and students.
- Reliability, flexibility, commitment and pride in one's work.
- Ability to use and maintain portable hand tools and gardening/ cleaning equipment, including mowers and tractor.
- Able to accept direction and supervision, but also exercise initiative and independence when appropriate.
- Ability to apply Workplace Health and Safety standards, especially in regards to the use, application, manual handling and storage of petrol, LP gas, insecticides, herbicides, fertilizers and chemicals.
- Sound practice in relation to security of buildings, personal property and equipment.

Qualifications

Junior Certificate is the minimum formal qualification. A current Working with Children Suitability Card is required.

Appointment and Remuneration

The appointment is for 38 hours per week. Two weeks leave will be required to be taken over the Christmas break and two weeks during the semester breaks as negotiated.

Remuneration is as per the Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools Queensland 2015-2019 – School Service Staff Level 2

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