



St Teresa's Catholic College Noosaville

POSITION DESCRIPTION

GROUNDSCKEEPER

POSITION TITLE:	Groundskeeper Level 4 Hours as per contract, term-time, additional hours by negotiation
SCOPE OF ROLE:	Grounds Maintenance Building Maintenance Equipment Maintenance General Duties Workplace Health and Safety
STATEMENT OF RESPONSIBILITY:	<p>Secondary colleges are complex educational and organisational environments. Principals, other administrators and support staff are under increasing pressure to provide services to students, staff, parents, and the broader Catholic community.</p> <p>Catholic Education appreciates the need to have staff with highly developed skills, including organisational and time management skills, who can work assertively in a partnership with other members of staff and the Archdiocese.</p> <p>The focus of the role is one of attitude and personal attributes. The Groundskeeper is required to possess a helpfulness of spirit and flexibility and excellent skills in an environment where there is a great deal of people interaction. Excellent organisational skills including initiative and self-management, as well as the ability to work with limited supervision and guidance are a feature of this position.</p>

GENERAL STATEMENT:

The role holder will;

- Have good communication and interpersonal skills and be able to relate harmoniously to others in the work environment and deal courteously with parents, staff and students.
- Be self-directed and require the ability and temperament to work within a self-governing team.
- Demonstrate discretion and judgement for self and/or others in planning, work organisation and achieving outcomes within time constraints.
- Work under broad guidance with a high level of autonomy
- Be flexible and cope with unexpected changes to routine.
- Maintain a level of fitness that would allow the Groundskeeper to be able to carry out the manual tasks in the role effectively.
- Have an understanding and commitment to the ethos of Catholic Education is essential.

TYPICAL DUTIES / SKILLS:

This role holder will be required to work in conjunction with a range of personnel, including;

- Principal
- Business Manager
- Sport and Arts Co-ordinator, and other staff as required.

The role holder may be required to supervise, delegate tasks and train others as directed by the Business Manager. This may include;

- The daily supervision of a school based trainee
- Students completing grounds work as part of the general curricular program.

The Groundskeeper works closely with the Business Manager to ensure that at all times throughout the year the grounds at the College are presented in an optimal manner. This includes ovals, courts, courtyards, gardens, lawns and other plantings. It is imperative that ovals and courts are presented in optimal playing condition to ensure the safety of players and for students to be given the opportunity to enjoy and develop skills in sports such as netball, soccer, tennis, rugby, football and athletics.

GROUNDS MAINTENANCE:

- Day to day general grounds maintenance.
- Repairs to College grounds.
- Maintain workplace health and safety standards.
- Repair any wilful damage to grounds from break and enters.
- Remove graffiti.
- Handling of chemicals (herbicides and pesticides) in accordance with Workplace Health & Safety standards
- Undertake any new projects as instructed by the Business Manager.
- Mowing and whipper-snipper of grounds.
- Cleaning of all concrete pathways.
- Maintain gardens.
- Liaise with contractors.
- Organise maintenance and repair of grounds equipment e.g. Pump, Mower, Tractor, Trailers etc.
- Ensure garden beds do not encroach on visible barriers around buildings.
- Assist with cleaning tasks to ensure College grounds are visually appealing.
- Complete and/or facilitate building maintenance works as directed by the Business Manager.

SECURITY:

- Unlocking of toilets on a daily basis.
- Ensuring College equipment is securely stored.
- Liaise with Business Manager in relation to vandalism, break and enters, wilful damage.
- Referring to Leadership any unauthorised visitors.

PURCHASING OF GOODS:

- Order and purchase supplies necessary for grounds maintenance in accordance with College Purchasing procedures and at the specific request from the Business Manager.

GENERAL DUTIES:

- Running errands as required by Administration staff.
- Setting up of areas for College functions in conjunction with the Business Manager.
- General assistance to members of the teaching staff.
- Other duties as directed.
- Marking of oval for sporting events

CLEANING:

- Cleaning of spills as required.
- Daily emptying of all rubbish bins on Campus
- Regular cleaning of rubbish bins on Campus.
- In cooperation with the Business Manager ensure all clocks are working.

EXPERIENCE AND QUALIFICATIONS:

- Experience in maintenance and development of ovals and grassed areas
- Qualifications and/or experience in turf management, gardening or a related discipline.
- Various licences (as appropriate to role).
- Working at Heights Certificate (or a willingness to acquire certification)
- Working at Heights Certificate
- Current Working with Children Blue Card

WORKPLACE HEALTH AND SAFETY:

- Insure compliance with WHS Standards in all aspects of work
- Assist in Emergency Evacuation Drills and Lockdown Drills
- Safety work gear, including boots, will be supplied by the College

AUTHORITY LIMITS:

Authority to act within the role and enact duties as outlined in this Role Description is delegated through the College Principal from the Executive Director. Expenditure of funds connected with the position is under the control of the Principal in conjunction with the Leadership Team.

REPORTING AND OTHER RELATIONSHIPS:

The role holder is responsible to, and reports on, all aspects of the role in the first instance, to the Business Manager and to the Deputy Principal. Relationships of significance exist with other members of the Office team staff, specialists, specialist staff and volunteers.

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