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# XAVIER COLLEGE

# **Position Information Document**

# **Grounds and Maintenance Person**

| Location:                            | Xavier College Two Wells (and at times, the Gawler Belt Campus) |
|--------------------------------------|---|
| Employment Status:                   | Permanent Part-time (0.4FTE) (2 days per week)                  |
| Classification Level:                | As per SA Catholic Schools Agreement 2017,                      |
|                                      | Education Support Officer, Grade 4, Services                    |
| Normal hours of work:                | 7.30am – 3.30pm (1/2-hour lunch break)                          |
| Stipulated number of ordinary hours: | 15 hours per week, 48 weeks per year                            |
|                                      |   |

# **Reporting Relationship**

The Grounds and Maintenance Person will be predominantly at the Two Wells campus, with some work on occasions being required at the Gawler Belt campus. The Grounds and Maintenance Person will work under the direction of the Business Manager for day-to-day activities (and the Head of Campus Two Wells in the absence of the Business Manager). Work undertaken at the Gawler Belt campus will be under the direction of the Property Services Manager. The person, however, is ultimately responsible to the Principal of the College.

# **Broad Purpose**

The Grounds and Maintenance Person will actively support and contribute to the Catholic Identity and Salesian ethos, mission, and vision of Xavier College and will adhere to the guiding principles of the Living, Learning Leading Framework which outlines CESA key capabilities, skills, knowledge and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

RUAH is the Hebrew word for Breath of God – this will translate as Respect; Understanding: Affection and Humour. These are guiding principles that are intrinsic to our treatment of self and each other. They complement the Salesian Charter of:

- A Home that welcomes
- A Parish that evangelises
- A School that prepares for life
- A Playground where friends meet and enjoy themselves

The Grounds and Maintenance Person will have overall responsibility for the management and implementation of the grounds and maintenance function at the Two Wells campus under the direction of the Business Manager.

They will support the Business Manager in ensuring that the Two Wells campus grounds, buildings, plant and equipment are well maintained, well presented, physically secure and compliant with all appropriate Regulations so as to provide a safe environment for the campus community.

The Grounds and Maintenance Person will require a high degree of initiative and be self-directed and selfmotivated. They will use appropriate experience, skills, qualifications and techniques to fulfil the requirements of the position.

# Key Responsibilities Two Wells Campus

Maintenance

- Develop and implement in collaboration with the Business Manager, a preventative maintenance program
  of daily, weekly, monthly, term break and annual activities, to ensure the effective maintenance of
  buildings, grounds and related equipment at the Two Wells campus.
- Maintenance will encompass, but is not limited to:
  - Joinery, carpentry, repairing and building of furniture, painting, doors, locks, plant, equipment and other tasks as they arise
- Responsibility for the safe, clean environment of the Two Wells campus and immediate surrounds, including litter, graffiti, broken glass and bins
- Supervision of contractors attending at the Two Wells campus, including as to insurance documentation and Working with Children Checks and other Catholic Education clearance requirements in conjunction with the Business Manager or Property Services Manager
- Ensure the maintenance shed is well kept and compliant with WHS requirements
- Ensure equipment is well maintained and used in a safe manner
- Test and tag campus electrical appliances as to WHS requirements

#### Grounds

- Maintenance of grounds, including but not limited to, gardens, lawns, mowing, watering, weeding, fertilising, planting, pruning, ensuring the overall appearance of the campus grounds and gardens are well maintained and clean at all times
- Clear external drains, sweep paved areas and ensure that litter is removed from garden areas
- Maintenance of garden equipment and appropriately store garden implements and chemicals to WHS Regulations
- Supervision of any external contractors

#### Security

- Be available to respond to breaches of security or incidents when the Business Manager is not on campus
- Secure facility out-of-hours until contractors are available to repair/make good any issues, ensuring the campus is safe and secure at all times

#### Contractors

- Manage all external parties contracted to work at the Two Wells campus, including ensuring compliance as to:
  - Site induction
  - WHS Management
  - Public Liability
  - Building Licence
  - Hazardous Works Licence
  - Working with Children Check requirements (working in collaboration with the HR Administrative Officer to ensure all Catholic Education SA screening requirements are adhered to **prior** to commencement of works)
- Ensure contractors' work is carried out in accordance with Service Agreements
- Have up-to-date knowledge of and ensure all requirements of Catholic Safety Health & Welfare SA, SafeWork SA and industry standards are always met
- Liaise with WHS Coordinator as to site inductions for all contractors
- Keep the HR Administrative Officer updated as to contractor movement to ensure 'contractor clearance records' are up-to-date at all times

• Ensure correct and appropriate safety signage, when deemed necessary, is erected at the Two Wells campus and restrict access to staff, students and other community from entering any unsafe working areas

#### Communication

• Ensure the Business Manager is provided with regular written and verbal updates as to the management of the grounds and maintenance function of the Two Wells campus

#### Other

- Set up for Campus events as requested
- Ensure all deliveries to the campus are moved as appropriate and in a timely manner
- Active role on the WHS Committee
- Other relevant duties as directed by the Business Manager, Head of Campus or Principal

# **Key Responsibilities**

#### Gawler Belt Campus

Whilst working at the Gawler Belt campus, the Grounds and Maintenance Person will work as part of a small team under the direction of the Property Services Manager.

# **Person Specification**

#### **Essential Minimum Requirements**

- Acquire and maintain clearance to work in Catholic Education SA
- Approved Responding to Abuse & Neglect training
- Recognised trade qualifications and/or demonstrated previous experience in the management of grounds and maintenance
- Able to multitask effectively during busy times, exercising a calm and professional attitude at all times
- Friendly, positive and supportive attitude with the ability to build rapport and good working relationships with work colleagues
- Demonstrated organisational, time-management and planning abilities
- Well-developed communication skills
- Willingness to support progress and change
- Ability to quickly comprehend instructions and respond appropriately
- Computer skills, including knowledge of the Microsoft Office Suite
- A current driver's licence
- First Aid qualifications

#### Desirable Skills

- Trade Certificate an advantage
- Demonstrated experience in a school setting
- Knowledge of Building and WHS Regulations

# Workplace Health & Safety

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must -

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 27 and 28 WHS Act 2012.

#### **Performance Review**

The employee must undertake a Performance Review on the anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate and conforms with the classification levels as detailed in Appendix K of the Catholic Schools Enterprise Agreement 2017 (as amended).

#### Acknowledgement

I have read and understood the requirement of the position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and conditions.

SIGNED:\_\_\_\_\_

Date:\_\_\_\_\_

(Principal or Delegate)

SIGNED:\_\_\_\_\_

(Employee Signature)

SIGNED:

Date:\_\_\_\_\_

(Employee Print Name)