

Location:	Xavier College Gawler Belt, Two Wells, Evanston, Riverlea Park
Employment Status:	Permanent, Full-time
Classification Level:	As per CESA Enterprise Agreement 2020, Education Support Officer, Grade 2, Services Stream
Normal hours of work:	8:00am – 4:00pm (1/2-hour lunch break)
Stipulated number of ordinary hours:	37.5 hours per week, 48 weeks per year

- Assist in performing a range of routine tasks as outlined in the grounds and maintenance schedule, as directed, and in a timely and competent manner.
- Under guidance from the Facilities Operations Manager (or delegate), liaise with specialist licensed providers or contractors as required to facilitate for more complex tasks and activities to occur, ensuring site inductions and other compliance requirements are met.
- Perform gardening duties such as planting, sowing, weeding and preparing garden beds and rockeries including competent and safe use of hand-held power equipment such as blowers and lawn edgers.
- Maintain gardens, sports grounds and/or facilities which includes used of accredited trade skills in areas such as horticulture, gardening, or the maintenance of sports grounds.
- Safely operate, maintain, and adjust turf machinery.
- Competently and safely operate ride-on powered machinery such as lawn mowers.
- Perform maintenance and cleaning of gardening tools and equipment in accordance with the manufacturer's instructions and safe working protocols.
- Apply trade skills in construction, maintenance and repair tasks safely using precision hand and power tools and equipment.

- Undertake a broad range of general duties including carrying out routine repairs and maintenance activities and collecting/delivering/transporting equipment and materials as required.
- As per the rubbish/recycling removal schedules, ensure rubbish and recycling bins are ready for collection/emptying, then cleaned and returned when empty.
- In consultation with Facilities Operations Manager (or delegate) and WHS Coordinator, assist with workplace inspections and actively identify and remediate workplace hazards, including report preparation as appropriate.
- In consultation with the Principal (or delegate), undertake timely corrective routine maintenance tasks in response to necessary, emergency or critical situations which may include out of hours.
- As required, undertake routine security duties including responding to alarms, which may include out of hours, following emergency procedures, and preparing incident reports.
- Actively engage in school activities, required training and professional reviews.
- Undertake any other duties as required by the Principal.

Work Health and Safety

- Ensure compliance with WHS policies, practices, and priorities, within area of responsibility.
- Assist with undertaking safety inspections and audits and action/follow-up/report as applicable.
- Utilise adequate protective clothing and equipment when required.
- Assist contractors with familiarity of school facilities and WHS inductions.
- Participate in any role related WHS-related activities.

Person Specification

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrate relevant theory and practical skills, knowledge and experience in building and grounds maintenance and use of standard machinery, tools, and equipment.
- Knowledge and experience of general garden and turf management.
- Demonstrated knowledge and experience to safely and responsibly operate minor plant and equipment, such as chain-saw, leaf blower, ride-on lawn mower and edge trimmer.
- Sound computing skills and knowledge and able to utilise Microsoft Office products to create standard correspondence and reports.
- A demonstrated ability to work collaboratively and cooperatively with others as a positive team member.
- Good interpersonal and communication skills and ability to safely and responsibly take direction and respond appropriately.
- Work under general supervision and apply a range of well-developed skills to a variety of predictable and occasional unpredictable problems, within scope of position, seeking guidance and instruction as applicable.
- Ability to interpret available information using discretion and judgement and taking responsibility for own work outcomes to specified standards.
- Good organisational and time management skills to carry out required tasks in a timely and competent manner.
- Sound computing skills and knowledge specifically using Microsoft Office (i.e. Outlook, Word, Excel).
- Sound understanding of and active commitment to always apply safe work practices.
- Flexibility to be contactable and available out of hours as required to undertake necessary security and maintenance duties as required.
- Demonstrated understanding and compliance of professional boundaries.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace, using appropriate personal protective clothing to safely fulfil role requirements.

Role Requirements

- Qualifications/training/experience in

- Certificate III in horticulture or gardening, or technical trade experience
- Manual Handling
- WHS including Hazard Management & Job Safety Analysis - Hazard Awareness
- Working at Heights
- White Card
- Safe Chainsaw Operation
- Herbicide / Pesticide Training
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their 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, with any reasonable instruction given by the employer.
 - Co-operate 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.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.