



- Maintain documentation as required for administrative, financial and WHS purposes.
- Collaborate with authorised contractors, including tradespeople and other specialists, to oversee, administer, and facilitate project activities, ensuring contractual obligations are effectively fulfilled.
- Actively assist in workplace inspections including identifying and remediating workplace hazards and report preparation.
- Ensure timely corrective routine maintenance tasks occurs in response to necessary, emergency or critical situations which may include out of hours.
- 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, training and performance 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.
- Maintain grounds and facilities to meet all WHS obligations and requirements.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.
- Ensure contractors/sub-contractors providing grounds and/or maintenance services hold current and appropriate licences and insurance for the work they are undertaking and are properly inducted with WHS requirements.
- Participate in any WHS-related activities, as required.

### Person Specification

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated full technical competence and experience in building and grounds maintenance, including applied skills and knowledge of some depth in construction, maintenance, and repair activities.
- Demonstrated gardening maintenance skills, knowledge, and experience, including garden and turf management.
- Comprehensive computing skills and knowledge, able to effectively utilise Microsoft Office and maintain online and hardcopy records and produce reports.
- Ability to interact professionally, be a positive team member and/or leader, and effectively liaise with all members of the school community, contractors, and others.
- Strong interpersonal and communication skills, with ability to receive direction covering broader technical aspects of work and supervise others undertaking practical activities.
- Ability to competently work under a low level of direct supervision (but subject to direction), take responsibility for own outcomes in relation to specified quality standards and assume significant initiative and responsibility relevant to area of work function.
- Experience in applying solutions to a range of problems and analysing and planning approaches to technical problems associated with area of responsibility.
- Demonstrated ability to operate within a budget and locate, analyse and evaluate information from a variety of sources to achieve work priorities.
- Strong organisational skills, including planning, scheduling, and prioritisation of work tasks to deliver required work outcomes safety and within identified timelines.
- Monitor and apply safe work practices for all tasks.
- Demonstrate an understanding of professional boundaries and the need for confidentiality.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace, in particular, appropriate personal protective clothing to fulfil role requirements.

### Role Requirements

- Qualifications/training in:
  - Certificate IV accredited trade qualification e.g. electrical, plumbing, horticulture, carpentry etc.

- 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.