



ESO – Grounds and Maintenance Assistant Position Information Document

Position Title	Grounds and Maintenance Assistant
ESO Grade	2
ESO Stream	Services
Employment Type	Permanent
Line Manager	Director of Business
Reporting to	Facilities and Operations Manager
Key Working Relationships	Grounds and Maintenance Officers Teaching and ESO Staff

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia, the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

The Grounds and Maintenance Assistant works under the general supervision of the Facilities and Operations Manager, as well as Grounds and Maintenance Officers, and is responsible for carrying out a range of activities to achieve the effective maintenance of buildings, grounds and facilities, as per Work Health & Safety requirements.

The Grounds and Maintenance Assistant is responsible for carrying out a wide range of activities to ensure the buildings, grounds and facilities of Rostrevor College remain safe and in good working order and that the plant, equipment and other aspects of the physical environment are correctly administered and maintained as per Work Health & Safety requirements.

Under the direction of the Facilities and Operations Manager, the Grounds and Maintenance Assistant will be an actively contributing member of the Facilities and Operations Team.

The Grounds and Maintenance Assistant, as part of the Facilities and Operations Team, will ensure that all work completed is compliant with legislative, safety and policy requirements.

KEY AREAS OF WORK

Maintenance and Grounds

- As a member of the Facilities and Operations Team, take guidance from the Facilities and Operations Manager on the requirements for the grounds, buildings and facilities of Rostrevor College
- Undertake general tasks required as per the grounds and maintenance schedule, within the requirements of the role, in a timely and competent manner.
- Undertake routine general tasks in the upkeep of grounds, such as the daily collection and emptying of rubbish bins, tidying and clean-up of communal areas and walkways, and basic upkeep of grounds.
- Collect and deliver equipment and materials, and transport accordingly.
- Perform gardening duties such as planting, weeding, preparing garden beds and rockeries.
- Maintain gardens, sports grounds and facilities which includes the use of accredited applicable trade skills in areas such as horticulture, gardening, or the maintenance of sports grounds.
- With guidance from the Grounds and Maintenance Officer/s, operate, maintain, and adjust machinery.
- Apply general skills in maintenance and repair using precision hand and power tools and equipment.
- Competently operate hand-held power equipment such as blowers and lawn edgers.
- Competently operate ride-on powered machinery, such as a ride-on lawn mower.
- Perform routine maintenance and cleaning of tools and equipment in accordance with manufacturer's instructions.
- Undertake general repairs and maintenance of fitting and fixtures to buildings externally and internally consisting of cleaning and safety inspections of gutters, paths, roadways, fencing, gates, sporting equipment and shade structures.

General

- Assist in the set up and pack up of College events and co-curricular activities as required.
- Ensure all work undertaken in maintaining the College grounds, buildings and facilities is completed in an efficient and thorough manner, in safe manner, and to a high standard
- Maintain documentation as required for administrative, financial and WHS purposes.
- Positively participate in College activities, events, required training, professional development and professional reviews.
- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal (or delegate).

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of Rostrevor College.
- 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 chainsaw, 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 using Microsoft Office (i.e. Outlook, Word, Excel).
- Sound understanding of and active commitment to always apply safe work practices.
- 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 in, or the willingness and ability to obtain:
 - 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.
- As this role requires regular work-related driving, the incumbent must hold and maintain a current South Australian Driver's Licence of Class C (Car) or higher. The incumbent must comply with all relevant road traffic legislation and organisational vehicle use policies.
- Act in accordance with the CESA Code of Conduct, EREAC Code of Conduct and all other applicable guidelines provided by EREAC and CESA.
- 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.

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.