

# POSITION DESCRIPTION

## Grounds/Maintenance Officer



### About St John's Anglican College

St John's Anglican College is the leading Kindergarten to Year 12 coeducational school in south west Brisbane and is an International Baccalaureate World School for the Primary Years and Middle Years Programs. St John's Anglican College strives to provide an extraordinary, globally innovative and future-focused education from Kindergarten to Year 12. Our graduates are well educated, respectful, resilient and compassionate; equipped to be people of influence in their communities. Our teachers care about their students and are leaders in learning, focused on providing the best possible educational environment and ensuring that each child's academic potential is maximised. We value and acknowledge the skills, energy and commitment of our employees. Accordingly, we seek to attract, develop and retain staff of the highest calibre and provide a working environment that enables them to maximise their contribution to achieving the College's vision, mission and values.

### Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

POSITION DETAILS			
Department:	Grounds/Maintenance	Location:	Primary and Secondary campus
Position reports to:	Facilities Manager		
Positions reporting to this role:	Nil		
Status:	Permanent, Full-Time		
Salary Level:	Level 1 - Support Staff Classification Structure		
Academic Qualifications required:	Nil		
Required experience:	Previous experience in grounds and maintenance is desirable.		
Special conditions:	Nil		

## Purpose of the position

The Grounds/Maintenance Officer under the direction of the Facilities Manager is responsible for ensuring that the College facilities are maintained at a high level of operational effectiveness and public presentation. The role covers a wide range of duties including: maintenance, grounds, janitorial duties, administration, record keeping, organisation, setting up and dismantling facilities and equipment stocktakes.

## Duty of Care

The Grounds/Maintenance Officer will contribute to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Work Health and Safety and Child Protection Acts and relevant College policies and practices.

## College Expectations

Support staff at St John's Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Christian values and ethos of the College
- Focused on the needs of the College's clients
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive College community relationships
- Focused on developing a culture of excellence

DOMAINS OF PROFESSIONAL RESPONSIBILITY	
The Grounds/Maintenance Officer is responsible for meeting the following domains of professional responsibility. These responsibilities should be read within the context of the Statement of Principles of Effective Support Services below.	
Student Protection:	The Grounds/Maintenance Officer will know, understand, apply and abide by all requirements of the Student Protection in Anglican Schools Policy and Procedures.
Commitment to the College Vision and Goals:	The Grounds/Maintenance Officer demonstrates a commitment to the College aims and philosophy in holistic education and supports the College's worship and value based approaches. The Grounds/Maintenance Officer will embrace change and support College development, with a particular focus on building positive and productive relationships with children and their families.
Collaboration within the Learning Community:	The Grounds/Maintenance Officer contributes to the College's relationships with parents and other stakeholders. They model a high standard of personal behaviour to students. The Grounds/Maintenance Officer works collaboratively as a member of the team; participating in meetings, activities and networks relevant to the position, and participates in extracurricular activities as appropriate.
Operational Effectiveness:	The Grounds/Maintenance Officer ensures that facilities and equipment are maintained at a high level of operational effectiveness by monitoring the state of the facilities and undertaking minor repair and maintenance tasks as required within the skills and competence of the incumbent. The Officer will achieve this by: <ul style="list-style-type: none"><li>• Undertaking planned and ad hoc maintenance as required to maintain a</li></ul>

	<p>high standard of operational effectiveness.</p> <ul style="list-style-type: none"> <li>• Prioritising and acting upon maintenance tickets as received.</li> <li>• Responding to specific maintenance requests from the Principal.</li> <li>• Regularly inspecting facilities to ensure high standards of presentation and safety are met (to comply with the WHS Act).</li> <li>• Setting up (and dismantling) of facilities for College activities as required.</li> <li>• The removal and relocation of furniture from room to room as required.</li> <li>• Reporting immediately to the Facilities Manager, any plant and equipment that may require servicing, repair or replacement and maintaining records for same.</li> </ul>
Public Presentation:	<p>The Grounds/Maintenance Officer ensures that the facilities of the College are maintained at a high standard of public presentation which meets the College's duty of care. They will achieve this by:</p> <ul style="list-style-type: none"> <li>• Maintaining the grounds and facilities to a high standard of public presentation.</li> <li>• Ensuring that rubbish is not left on the grounds and is disposed of correctly.</li> <li>• Preparing the grounds before the beginning of the school day to ensure that no hazardous situations or objects exist which will impact on the College's duty of care to provide a safe facility free from the risk of injury and/or disease.</li> <li>• Checking the grounds at the end of each day to ensure that any hazards or issues of presentation are dealt with prior to the commencement of the following school day.</li> <li>• Maintaining garden beds. This includes weeding, mulching, fertilizing, planting out and replacing as necessary and at the correct time.</li> <li>• Pruning/hedging of all shrubs and trees at the appropriate time.</li> <li>• Watering of garden areas.</li> <li>• Blower/vacuuming of paths, stairwells and entrances weekdays and when necessary.</li> <li>• Applying pesticides, herbicides, insecticides or other chemicals to soil, weeds, plants or other surfaces as required.</li> <li>• Mowing of all areas around the College including the verges and ovals. Mowing could be push mower, ride on mower or tractor mower.</li> <li>• Ensuring the water feature is kept clean of rubbish and the condition of the water is checked regularly.</li> <li>• Water pressure cleaning as required.</li> <li>• Line marking of ovals for sporting events and other organised events.</li> </ul>
Administration:	<p>The Grounds/Maintenance Officer will keep and maintain records such as Material Safety Data Sheets on hazardous substances, records of maintenance schedules and other related administrative tasks. The Officer will achieve this by:</p> <ul style="list-style-type: none"> <li>• Developing, monitoring and administering: maintenance tickets as provided, maintenance schedules and maintenance service activities as allocated.</li> </ul>
Service Delivery:	<p>The Grounds/Maintenance Officer will maintain good, cooperative relationships with other staff and College stakeholders to ensure the best presentation of the College. This will be achieved by:</p> <ul style="list-style-type: none"> <li>• Ensuring that the needs of customers (management, staff, students, contractors and visitors) meet a high standard of customer service.</li> <li>• Supporting the implementation of strategies and activities that effectively</li> </ul>

	<p>measure and maximise customer satisfaction.</p> <ul style="list-style-type: none"> <li>• Providing advice and ideas that will enhance the College environment.</li> <li>• Creating new garden beds as directed.</li> <li>• Ensuring traffic movement is appropriate.</li> <li>• Setting up and/or packing away at events.</li> <li>• Performing general handyman duties as directed.</li> </ul>
Work Health and Safety	<p>The Grounds/Maintenance Officer will undertake all activities within the requirements of Work Health and Safety legislation and sound practices. This will be achieved by:</p> <ul style="list-style-type: none"> <li>• Ensuring a safe and healthy work environment is provided for students, staff and visitors to the campus and that all relevant areas follow current legislation.</li> <li>• Immediately reporting all identified, unsafe work practices and workplace hazards to the Facilities Manager.</li> <li>• Complying with the College’s Work Health and Safety Guidelines.</li> <li>• Implementing documented basic safety practices.</li> <li>• Implementing hygienic practices documented in policy and procedures.</li> <li>• Promoting and implementing Work Health and Safety and risk mitigation processes within the College.</li> <li>• Conducting and providing monthly updates on the playground equipment where applicable.</li> </ul>
Confidentiality:	<p>The Grounds/Maintenance Officer upholds the highest standards of confidentiality when dealing with sensitive information concerning either the College or any member of its community. The Officer complies with all policies and procedures of the College.</p>

All employees recognise and accept that multi-skilling is an essential component of employment with the College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

### SELECTION CRITERIA/COMPETENCIES

The ideal candidate will possess the following competencies, skills, qualifications and experience.

- Relevant experience in cross-trade maintenance.
- Possess a current Queensland Driver’s License (car).
- Ability to perform strenuous physical labour on a daily basis.
- Ability to maintain equipment to a satisfactory, safe and workable condition.
- Ability to communicate effectively with a wide range of individuals and groups.
- Awareness of the importance of communication of the day to day happenings across the College for effective and efficient service delivery.
- Sound organisational and problem solving skills.
- Ability to prioritise multiple demands.
- Sound administrative skills.
- Practical skills to facilitate the smooth operation of College events.
- Flexibility and a strong commitment to team work and collaborative participation in professional relationships.
- Understanding of the need for accountability.
- Growth mindset.
- Honesty and reliability.
- Sensitivity when working with people from diverse backgrounds.
- Customer service focus.

- The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role.
- Certified First Aid Training (highly desirable).
- Knowledge of plant type and species (desirable).
- Knowledge of landscaping methods and techniques (desirable).
- Understanding of the importance of sustainable practices as they pertain to the garden (desirable).
- The ability to obtain and maintain a Working with Children Blue Card.

## St John's Anglican College Statement of Effective Support Services

The College believes that the success of support staff will occur when they are committed to the provision of quality professional services for staff, students and families, which adds value to the College's operations and programs. This will be achieved through:

- Providing quality client service
- Pastorally caring for students as appropriate
- Supporting teacher's work
- Working efficiently and harmoniously
- Participating in and supporting teamwork
- Being flexible and open to learn new ways
- Embracing fully the use of technology

Critical to our success will be an approach that:

- Embodies the values and standards of the College
- Adopts a personal approach to client service
- Demonstrates efficiency, accuracy and competency in our work
- Is proactive
- Seeks continuous improvement through opportunities for training and development

## Important information

People who work for St John's Anglican College must comply with the Code of Conduct, relevant legislation, policies and procedures.

- A Safe Ministry Check will be conducted on recommended candidates in relation to any circumstances which exist that may conflict with the candidate's employment at St John's Anglican College.
- People appointed to this position must have the ability to successfully obtain and maintain a Working with Children Blue Card in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.