

Position Information Document Education Support Officer (ESO):

GARDENING & GROUNDS OFFICER

Name:

Title of Position: Gardening and Grounds Officer

Department: Grounds and Maintenance

Employment Type: Permanent

Commencement: TBC

Grade: ESO Grade 2

Stream: Services

Time Fraction 1.0FTE – 37.5 hours per week, working 48 weeks per year

Reports to: Senior Grounds & Maintenance Officer
All positions ultimately report to the Principal.

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement 2020

1. BROAD PURPOSE

Gleeson College is a faith-filled community providing its members with the opportunity to discover, develop and use their God-given talents and abilities in the service of others.

Staff at Gleeson College are required to demonstrate a commitment to the belief that all students can be thriving people, capable learners, leaders for the world God desires, providing educational support to ensure that students develop the knowledge, skills and attributes they need to thrive in a rapidly changing and complex world.

The Gardening and Grounds Officer will be an integral part of the maintenance team, under the general supervision of the Senior Grounds and Maintenance Officer and operate as per WHS requirements. The primary role consists of maintaining the gardens and grounds to a pristine condition. On occasions the role may assist other areas of the maintenance team and College with minor tasks on an as needs basis to ensure smooth operations.

The Gardening and Grounds Officer will demonstrate a strong commitment to the College's vision of excellence in Catholic education, and will provide welcoming, professional assistance to Gleeson College students, families, staff and members of the College Leadership and governing bodies and to the wider school community.

2. SPECIAL CONDITIONS

Additional time worked (overtime) is to be pre-arranged and approved by the Business Manager in accordance with College Policy. Out of hours work may be required.

3. KEY WORKING RELATIONSHIPS

- Principal and Leadership Team
- Business Manager
- Gleeson College Grounds and Maintenance Team
- College staff, students, families
- Contractors

4. KEY RESPONSIBILITIES

- Assist in performing a range of routine tasks as outlined in the grounds and maintenance schedule, through the lodged requests in the Helpdesk, and/or as directed, and in a timely and competent manner.
- Under guidance from the line manager, source and 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 and repair (using accredited trade skills) grounds, lawns, buildings internal and external, roadways, fencing and gates, fittings, fixtures, furniture, plant and equipment to an appropriate level of functionality, cleanliness and safety.
- Attend to property damage, cleaning requirements, vandalism and graffiti as directed.
- Perform maintenance and cleaning of 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.
- Safely operate, maintain, and adjust turf machinery.
- Competently and safely operate ride-on powered machinery such as lawn mowers.
- 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 the Senior Grounds and Maintenance Officer, Business Manager and Safety, Risk and Compliance Officer, 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.

5. PROFESSIONAL RESPONSIBILITIES

- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures.
- Support and represent the ethos of our Catholic College as outlined in the Gleeson 10 and Gleeson Staff 5.

- Able to communicate effectively and establish positive relationships with staff, students, parents, visitors and external stakeholders.
- High professional standards and the ability to present an appropriate image of the College supporting the dress/uniform requirements.
- Attend all meetings and events as requested by the Business Manager and Principal.
- Demonstrate high professional standards and present an appropriate image of Gleeson College in line with the Gleeson College Dress Policy.

6. PERSON SPECIFICATION

- 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.

Desirable Criteria

- Experience in an education environment.
- Knowledge of WHS procedures and understanding of how this applies to Grounds & Maintenance.
- Experience in Grounds programming or scheduling.
- Current driver's license.

Specific 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
- HLTAID012 Provide Emergency First Aid Response in an Education and Care Setting
- Acquire and maintain current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- 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.

7. WORK HEALTH AND 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 28 – SA WHS Act 2012)

8. PERFORMANCE REVIEW

The employee may be requested to undertake a performance review on a twice-yearly basis or at another mutually agreed time. Consultation will occur between the employer and the employee to ensure the accuracy of the Position Information Document.

SIGNED:

Principal (or Delegate)

Date

Employee

Date