



## Groundsperson

<b>Location</b>	St Mary MacKillop College
<b>Accountability</b>	The Business Manager
<b>Reporting to</b>	Head of Grounds and Building Maintenance
<b>Category</b>	School Employees - Grounds Staff
<b>Tenure</b>	Ongoing - Commencing 2025 - 3 days per week

### PURPOSE OF THE POSITION

The primary function of the role is to work as a member of the Grounds Department with the aim to maintain the excellent presentation of our College grounds, buildings and facilities. This role is responsible for the setup (for sport and/or functions) and cleaning of the Gym and the Foyer and other facilities as directed. The Groundsperson is accountable to The Business Manger and will report directly to the Head of Grounds & Building Maintenance.

### CORE RESPONSIBILITIES

#### Grounds and Property Maintenance:

- Maintenance of garden beds.
- Pruning/hedging of all shrubs and trees at the appropriate time.
- Watering of garden areas.
- Blower vacuuming of paths and entrances.
- Apply pesticides, herbicides, insecticides or other chemicals to soil, weeds, plants or other surfaces as required.
- Assist with waste management.
- General setting up or packing up of College functions/events as required.
- General handyman duties as directed.
- Mowing of turf areas for specific events.
- Machine operation.
- Maintenance of equipment.
- Reticulation installation, maintenance and repairs.
- Carry out safe work practices in accordance with Occupational Safety & Health regulations.
- Maintain and operate all hand tools and equipment in a safe and competent manner.
- Report any damage to College property to the Head of Grounds & Building Maintenance or Business Manager.
- Report to Head of Grounds & Building Maintenance any outstanding safety issues with buildings and equipment on the College grounds.
- Opening and closing of the College grounds and buildings before and after school working hours.

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**St Mary MacKillop College**

CHOOSE LIFE WITH COURAGE

## **Groundsperson** continued

- Assist with cleaning and reporting of any maintenance required on the College buses.
- Line marking to athletics track and playing fields.
- Carry out any other specific tasks as directed by the Head of Grounds & Building Maintenance or the Business Manager.

### **Gymnasium & Facilities:**

- Clean/tidy and lock Gymnasium.
- Be responsible for setting up/packing away, opening and locking all facilities that are hired to community groups/ outside organisations.
- Be available on a casual basis outside your normal hours of employment when the below mentioned facilities are hired.

### **Gymnasium:**

- Tidy Gymnasium as required.
- Sweep Gymnasium floor daily and vaccum foyer (as needed).
- Set up/pack away Phys Ed equipment as directed by Phys Ed department (including climbing wall).
- Set up/pack away backboards and nets as instructed by Phys Ed department.
- Ensure everyone has vacated the building prior to locking.
- Turn off all lights and airconditioning.
- Lock and alarm the security system (as needed).

### **St Joseph's Hall:**

- Ensure everyone as vacated the hall prior to locking.
- Turn off all lights and airconditioning.
- Lock and arm the security system.
- Mop St Joseph's Hall floor (as needed).

### **Outdoor Courts and Oval (Primary & Secondary Campuses):**

- Unlock hired facilities.
- Ensure each team has the nominated adult team manager present at all times.
- Lock facilities at the conclusion of the hire period.



## **Groundsperson** continued

### **Multipurpose Room:**

- Ensure facility is unlocked and ready for use for functions as directed.
- Set up/Pack up for functions as requested.
- Turn off all appliances, lights and airconditioning.
- Lock doors after functions and arm security if required.

### **Work, Health and Safety**

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- Ensure an understanding and compliance of the College OHS policy.
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.

### **Code of Conduct**

You are responsible for ensuring you act within the framework of the College's Code of Conduct.