



St Mary MacKillop College
CHOOSE LIFE WITH COURAGE

Groundsperson

Location	St Mary MacKillop College
Accountability	The Business Manager
Reporting to	Head of Grounds and Building Maintenance
Category	School Employees - Grounds Staff
Tenure	Ongoing - Commencing Semester 2 2025 - 3 days per week

PURPOSE OF THE POSITION

The primary function of the role is to work as a member of the Grounds & Building Maintenance Department with the aim to maintain the excellent presentation of our College grounds, buildings and facilities. The Groundsperson is accountable to The Business Manager 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 and 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 and 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.
- 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, the Business Manager or Principal.

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Groundsperson continued

Facilities (including Gymnasium, St Joseph's Hall & Multi Purpose Room):

- 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 College facilities are hired.
- Tidy and sweep floors in Gymnasium and St Joseph's Hall if required.
- Ensure everyone has vacated buildings prior to locking.
- Turn off all lights and airconditioning around College.
- Lock and alarm the security system (as needed).

Outdoor Courts and Oval (Primary & Secondary Campuses):

- Unlock hired facilities.
- Lock facilities at the conclusion of the hire period.

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.