

Grounds Person, St Mary's Catholic Primary School, Armidale

Position Description

[Click here to apply.](#) Applications close 31 May 2021.

Enterprise Agreement	NSW and ACT Catholic Systemic Schools 2020
Classification	General Employee - School Operational Services Stream
Hourly Rate of Pay	\$26.75 to \$31.67 subject to qualifications
Reports to	Principal
Location	St Mary's Catholic Primary School, Armidale
Employment type	Permanent part-time 40 hours per fortnight

About St Mary's Catholic Primary School, Armidale

St Mary's Catholic Primary School was founded in 1848 by the lay community. The school's story and traditions have been shaped by the Ursuline sisters, the Patrician brothers and the De La Salle brothers and is the oldest school in the Armidale Diocese. The staff, students and parents of St Mary's form a close knit educational community. The school is two streams from K-6 and has 319 students.

St Mary's is located in the Cathedral precinct of Armidale adjacent to the CBD. The Cathedral, Bishop's House, Catholic Chancery, Parish Hall, Ursuline Convent, Centacare, Catholic Schools Office and Armidale Diocesan Investment Group are all located in the same block.

Armidale is an attractive and graceful city of tree-lined streets where the academic world of the University of New England mingles with a major rural service centre at the heart of rich, old world pastoralism. It is the major centre of the Northern Tablelands and the major city in the New England area of northern New South Wales. The city has four distinct seasons and it becomes like New England in the USA when in autumn the introduced birch, ash and poplar set the district ablaze with reds, golds and browns.

Armidale is located on the New England Highway 475 km north of Sydney and 460 km south-west of Brisbane. It stands 980 metres above sea level and is home to the highest commercial airport in Australia.

Armidale was named by G.J. Macdonald, the Commissioner of Crown Lands, who decided to name the area around the town after the Macdonald's estate of 'Armadale' on the Isle of Skye.

For further information on the school, please visit
<http://www.stmarysarmidale.catholic.edu.au/>

Commencement

The commencement date is 21 June 2021 or as negotiated with the successful applicant.

Position Purpose

The role of the Grounds Person, working under the general direction of the Principal, is to support the operational requirements of the School by being responsible for all aspects of the development, maintenance and presentation of grounds, sporting fields, turfs, sporting amenities, and gardens, for use by the School community, including visitors, parents, students and staff, and to actively promote a good first impression of the School to the general public.

Key Responsibilities

Duties related to the position include but are not limited to the following:

Key area	Task
Maintaining grassed and planted areas	<p>Maintaining the appearance of the grassed and planted areas of the complete school site to a high standard ensuring they are safe and fit for purpose. This will involve grass cutting, top dressing, weed control, planting, watering and fungal spraying to include the following:</p> <ul style="list-style-type: none">● Landscaping duties● Maintaining flower beds and other garden features as and when required● Control of weeds● Making sure that all lawns and hedges are maintained and tidy● Maintaining the appearance of the front of the school● Keeping the fields and front of school clear from litter

	<ul style="list-style-type: none"> ● Sweeping/Blowing/Pressure Cleaning footpaths and external entrances on a regular basis or as directed ● Sweeping/Blowing/Pressure Cleaning the front entrances to the school and keeping free of vegetation debris ● Empty rubbish bins and place out for collections as required and instructed ● Taking rubbish to Waste Management Centre (including but not limited to Garden waste, recycle cardboard, general waste to large/heavy for bins. ● Inspection and Maintenance of soft fall under play equipment ● Maintaining Synthetic Turf Surfaces
Maintaining grassed and hard surface sports pitches/courts	<p>Maintaining the appearance of the grassed and hard surface sports pitches/courts to a high standard ensuring they are safe and fit for purpose. This will involve grass cutting, top dressing, weed control, planting, watering and fungal spraying to include the following:</p> <ul style="list-style-type: none"> ● Maintenance of all sports fields and hard court surfaces ● Marking out all sports pitches for various sporting events ● Setting up all pitches for matches ● Inspection of all goal posts and pitches ● Planning the maintenance and renovation of the playing fields and pitches ● Painting and maintaining all posts (Rugby, football and hockey) ● Assisting staff to transport equipment to various locations on occasions ● Maintaining Synthetic Turf Surfaces
Maintenance	<p>Ensure that all equipment is maintained to a safe and serviceable condition and workshop facilities are kept clean and tidy to include the following:</p> <ul style="list-style-type: none"> ● responsible for the upkeep of equipment and to report any defects or damage to the Principal (or other designated person) ● operate all equipment including ride on lawnmower or hand held garden equipment in a legal and safe manner ● responsible for loading, unloading and the safe carriage of equipment
General	<ul style="list-style-type: none"> ● Assist with parking arrangements for various events ● To carry out unlock/lock up duties as directed ● Investigate unauthorised activities in or on grounds of school and reports subsequent problems to Principal or other proper authorities, including vandalism, break-ins and fire alarms

	<ul style="list-style-type: none"> ● Assist with manual tasks as required including the moving and setting up of furniture and equipment for school functions, exams etc. ● Supports users of school facilities, adhering to regulations related to the use, set up and/or proper use of equipment ● Maintenance jobs around school when necessary ● Checking and maintaining boundary fencing / other fencing on a regular basis ● Cleaning and maintaining school signage ● Clearing ice and snow when necessary ● Identify hazards and/or faults ● General clerical duties e.g. record keeping and safety documentation
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St Mary's Catholic Primary School, Armidale reserves the right to alter roles, responsibilities and requirements as required.

Selection criteria

General expectations of staff at St Mary's Catholic Primary School, Armidale

- Respect of and a commitment to the Catholic ethos and a willingness to foster it
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties
- Ensure appropriate behaviours when engaging with children
- Act as a team member, developing and supporting the philosophy and ethos of the team
- Willingness to undertake professional development
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct
- Observe and comply with all WHS protocols
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement
- Act in a professional and respectful manner at all times
- Employment with Sacred Heart Boggabri is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance

Essential criteria

- Demonstrated high level interpersonal and verbal communication skills dealing with staff, students and the wider school community

- Knowledge of and ability to implement all relevant work health and safety legislative requirements to ensure safe and secure school environment
- Able to work independently, with minimal supervision and perform work to a high and consistent standard
- Knowledge suitable to the general maintenance of school buildings and care of the landscaping and grounds maintenance
- Highly motivated, well organised and flexible in approach to work
- The ability to apply Workplace Health and Safety standards, especially in the use and application of equipment and materials, including safe use of storage of chemicals

Desirable criteria

- Previous experience in a school setting
- Current drivers licence

Critical Physical Factors

The table below indicates the essential demands of and frequency of the physical job requirements of the Ground Person position.

Code	Key area	Task
A	Not present	0%
B	Rare	1% - 7%
C	Occasional	8% - 33%
D	Frequent	34% - 66%
E	Constant	67% - 100%

Demands/Definition	A	B	C	D	E
Auditory Function Hearing.				X	
Carrying Transporting an object, usually holding in the hands, arms or on the shoulder.			X		
Climbing – Stairs Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs, or hands and arms.			X		

Climbing – Step Stools/ Ladders Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs, or hands and arms.			X		
Crawling Moving about on the hands and knees.			X		
Crouching – One Off Bending body forward and downward by bending legs and spine.			X		
Driving Control and operation of a motor vehicle.		X			
Feeling Perceiving attributes of objects, such as: size, shape, temperature, or texture by touching with skin; particularly that of finger tips.			X		
Fingering Picking, pinching, or otherwise working with the fingers, other than with the whole hand or arm as in handling.			X		
Handling Seizing or grasping, holding, turning or otherwise working with the hands. Fingers are only involved to the extent that they are extensions of the hand.					X
Kneeling Bending legs at knees to come to rest on knees.			X		
Lifting Raising or lowering an object from one level to another (includes upward pulling and/or exerting upward force to hold an object in static position).				X	
Pulling Exerting force upon an object so that the object moves toward the force (including jerking and exerting force to hold an object in static position).			X		
Pushing Exerting force upon an object so that the object moves away from the force (including stooping, striking, kicking, treading and exerting force to hold an object in static position).			X		
Reaching Extending arms(s) in any direction.					X
Sitting Remaining in a seated position.		X			
Standing - Dynamic					X

Remaining on one's feet in an upright position while in motion or switching positions.					
Standing - Static Remaining on one's feet in an upright position without moving greater than three steps.		X			
Stooping Bending the body forward and downward by bending spine at waist, requiring full use of lower extremities and back muscles.				X	
Visual Function Visual function.					X
Walking - Flat Terrain Moving about on foot greater than 3 steps on flat terrain.					X
Walking – Slippery, Gravel & Uneven terrain Moving about on foot greater than 3 steps on slippery/gravel/uneven terrain.			X		

Application

For questions regarding the professional nature of this position, please contact Alanna McRae, Principal on (02) 6772 4441 or email amcrae@arm.catholic.edu.au

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Complete the relevant online application form by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.