

St Joseph's Catholic. Primary School, Quirindi



Groundsperson/Maintenance Position Description 6 hours per week - days and hours to be negotiated

Position level	NSW and ACT Catholic Systemic Schools EA 2017 NSW - General Employee
Reports to	Principal's Assistant
Location	St Joseph's Catholic Primary School, Quirindi
Employment type	12 month agreement

Commencement: Immediately after the position has been offered.

Position Purpose

The role of the Grounds Person, working under the general direction of the Principal/Secretary, is to support the operational requirements of the School by being responsible for all aspects of the development, maintenance and presentation of grounds, gardens and buildings, 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 areas	Maintaining the appearance of the grassed areas of the complete school site to a high standard ensuring they are safe and fit for purpose: <ul style="list-style-type: none"> ● Mowing lawns ● Trimming edges ● Top dressing where required ● Weed control ● Sowing new grass seed ● Fertilising ● Watering as required ● Maintaining watering systems
Maintaining Garden Beds	<ul style="list-style-type: none"> ● Maintaining garden beds as and when required <ul style="list-style-type: none"> ○ Control of weeds ○ Mulching ○ Fertilising ○ Transplant/divide/plant new plants ○ Removal of dead/dying plants ○ Pruning of shrubs/trees/plants ○ Watering as required
Maintaining hard surfaces	<ul style="list-style-type: none"> ● Sweeping/Blowing/Pressure Cleaning/Weed Spraying footpaths and external entrances on a regular basis or as directed ● Sweeping/Blowing/Pressure Cleaning/Weed Spraying the front entrances to the school and keeping free of vegetation debris

	<ul style="list-style-type: none"> ● Inspection and Maintenance of soft fall under play equipment. i.e. Keeping free of sand from the sandpit
General Grounds and Building Maintenance	<ul style="list-style-type: none"> ● Taking rubbish to the Waste Management Centre (including but not limited to Garden waste, recycle cardboard, general waste too large/heavy for bins) ● Removal of sticks/dead wood/rubbish from playground and garden beds ● Hill Street and Church Avenue footpath boundaries <ul style="list-style-type: none"> ○ keep trimmed/poisoned/mowed at all times ● Remove pigeon nests and mess around the school and pressure wash any areas they have been nesting ● Inspect and Maintain sporting/play equipment on the playground ● Inspect and Maintain all pathways/garden bed edgings/ fencing/seating areas ● Assist with manual tasks as required including the moving and setting up of furniture and equipment for school functions ● Cleaning and maintaining school signage ● Report vandalism, break-ins and fire alarms to the School Secretary or proper authorities ● Maintenance jobs around school could include but are not limited to <ul style="list-style-type: none"> ○ Hanging pictures ○ Installing shelving ○ Small painting tasks ○ Removal or installation of pinboards/notice boards ○ Repairs to shade sales <p><i>A list will be available from the Principal's Assistant on a weekly basis</i></p>
Additional school holiday tasks	<ul style="list-style-type: none"> ● Empty 8 rubbish bins and place out for collections on Tuesdays (as required) and pressure wash with soapy water once every holiday break ● Water lawns/garden beds and Wellness Garden as required ● Ensure the school grounds are neat and tidy before school resumes each term.
Contractors Equipment Maintenance	<p>It is the contractor's responsibility to:</p> <ul style="list-style-type: none"> ● Supply and maintain all gardening and maintenance equipment. ● Operate all equipment including ride on lawnmower/ hand held tools in a legal and safe manner

St Joseph's reserves the right to alter roles and responsibilities and requirements as required.

Selection Criteria

General expectations of staff at St Joseph's Catholic Primary School

- Experience in garden maintenance and building maintenance
- Serve the employer honestly and efficiently and exercise due care in the performance of your duties
- Observe and comply with all Workplace Health and Safety protocols and demonstrate the ability to apply WHS standards, especially in the use of equipment and materials, including safe use and storage of chemicals.
- Current NSW Working with Children Check
- ABN
- Own insurance

Invoicing Criteria

- Invoices need to be sent through to quifinance@arm.catholic.edu.au We can negotiate a fortnightly/monthly payment system to suit.
- A log of hours and work tasks needs to be maintained.

Application

To make an application, please contact Kate Thompson 02 67 461 033.