



Position Description

Position Title	Grounds and Maintenance Staff
Reports to (Position)	Facilities Manager
Location	Mount Eliza, Mornington Peninsula
Employment Status	Casual

Components of this Position Description	
1	Organisational Profile
2	Position Objective
3	Key Stakeholders
4	Core Responsibilities and Accountabilities
5	Key Capabilities and Competencies
6	Qualifications, Registrations and Experience
7	Additional Information and Special Conditions

This Position Description is a summary of the core responsibilities and expectations of the Grounds and Maintenance staff. The incumbent may be directed to perform other functions to support the organisation to achieve its objectives.

1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing and evaluating School policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parent by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.



2. Position Objective

The Grounds and Maintenance staff perform a range of facilities and ground functions to support the operational needs of the school. The School reserves the right to alter roles and responsibilities as operational needs require.

3. Key Stakeholders

Internal

- Principal and Deputy Principals
- Head and Deputy Heads of Junior, Middle and Senior Years
- Business Manager
- Facilities Team
- Operational Staff (Administration and Business Support functions)
- Teaching Staff
- Students

External

- Contractors
- Visitors
- Suppliers & Service Providers
- Emergency Services
- Parents / Families
- Members of the School community

4. Core Responsibilities and Accountabilities

The Grounds and Maintenance team are responsible and accountable for:

Facilities

- Attend to and assess hazards and incidents to arrange appropriate management action
- Perform minor maintenance work using hand and power tools by making carpentry repairs such as nailing down loose boards, or replacing worn or rotten floorboards, performing minor repairs, and replacing light bulbs, fuses, and fluorescent ballasts
- Repair or replace damaged or defective locks, doors, furniture, light fittings and windows
- Repair cracks, gaps and holes in walls and work surfaces
- Perform general painting and touch-up painting tasks
- Install, repair and remove fittings, fixtures and school furniture
- Affix, move and remove signage, decorations, artwork/displays
- Graffiti removal

Grounds

- General gardening works, including weed control, plant trimming and pruning, tree maintenance, mowing and establishing gardens
- Operate sprinklers, valves and gear boxes for sports ovals and recreational grassed areas
- Maintain lawns, trees, shrubs, flowers and irrigation
- Fertilise lawns, trees, flowers and shrubs, and spreading mulch
- Operate and set-up programs (via computer) for the recycled water irrigation system
- Operate and maintain hand tools, such as loppers, saws and shovels safely and efficiently



Position Description

- Operate general hardware and motorised equipment including transport vehicles
- Maintain and improve fences, gates and pavements
- Provide care and upkeep of buildings, sporting facilities, gardens, vegetation, car parks, playground, amenities and general infrastructure
- Paint and line-mark surfaces including halls, asphalt, courts and sporting areas
- Build and construct retaining walls, brick and block work, sleeper work and concreting

General Hand

- Move goods, furniture and equipment throughout the School or other venues
- Set-up and pack-up equipment, furniture, flags and decorations for school functions and activities
- Provide cleaning, waste disposal and collection support
- Remove rubbish and debris from public areas by regularly inspecting grounds, drains, manhole covers
- Contribute to maintaining high housekeeping standards across the School
- Traffic management duties as required
- Patrolling the property grounds as required
- Ensure equipment are safe and operational by performing routine and preventative maintenance
- Undertake school improvements tasks and projects including building renovations and refurbishment
- Provide support to enable the smooth and operation of events and projects as directed
- Use of the Help Desk to log and monitor tasks as required
- Operate manual handling equipment including pallet jacks and trolleys
- Perform tasks to support safety, operational and compliance requirements
- Attend staff meetings as required
- Undertake and provide training as required to support cross-coverage and backfilling requirements
- Contribute to atmosphere of welcome, warmth and hospitality for all stakeholder groups
- Greet stakeholder groups with professionalism and courtesy, to maintain a positive public relations focus on service to current and prospective parents and stakeholders
- Any other duties as may be required from time to time to suit the operational needs of the School

Workplace Health & Safety

- Perform duties in line with health and safety requirements
- Maintain current licencing and certification requirements
- Report equipment or incident that is hazardous or has the potential to affect the health and safety of the Peninsula Grammar workplace and its people

Child Safety

- Ensure adherence to all student safety standards and mandatory reporting requirements
- Attend training to maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory training in a timely manner
- Escalate and report all matters related to student safety immediately

5. Key Capabilities and Competencies



Position Description

The incumbent is expected to have established knowledge, skills and competencies to be effective in this role:

- Strong knowledge across a trade area (carpentry, electrical, horticultural etc)
- Strong technical knowledge and diverse skills to perform general maintenance works
- Wide ranging handywork skills
- High knowledge on irrigation systems and operating requirements
- Knowledge of the recycled water irrigation systems
- Good knowledge and ability to perform diverse grounds and gardens maintenance tasks
- Safe and efficient operation of tools and machinery, including vehicles
- Sound knowledge of safe manual handling technique
- Good communication skills – written and verbal
- Good comprehension – written and verbal
- Effective organisational skills to deliver on outcomes and tasks within the required timeframe
- High attention to detail
- Exercise strict confidentiality and discretion
- Good computer skills to administer emails, databases/programs and the internet
- Adaptable and committed to improve capabilities to enable effective multiskilling across the team
- Training and onboarding of staff on tasks and processes
- Work effectively in a demanding and changing work environment
- Contribute to a culture of continuous improvement and operational excellence for 'One School', through the positive embracing and implementation of change
- Good level of health and fitness to competently perform demanding manual handling tasks (i.e. repetitive lifting, bending, pushing, pulling)

6. Qualifications, Registrations and Experience

Qualifications & Registrations

- Highschool education
- A trade qualification - electrical, carpentry, plumbing or horticulture
- Current Working with Children's Check – can apply on appointment
- Current Police Check – can apply on appointment
- Current First Aid – HLTAID011
- Current Drivers' Licence
- Traffic Control, Road Work Signing and Safety Course (preferable)
- Working at Heights Training (preferable)

Experience

- Minimum of 2 years' experience in a similar role
- Work experience in the education sector (preferable)
- Experienced in safe manual handling practices
- Proven ability to work with stakeholder groups to complete required tasks across varied contexts
- Confident in working autonomously and in a team setting to produce quality outcomes
- Ability to multi-task and manage time effectively to deliver on priorities

7. Attributes

The following attributes will be relevant to support the incumbent in performing this role:



Position Description

- Good problem-solving skills
- Friendly and courteous manner
- High level of positive initiative
- Team-driven ('One School')
- Clear sense of personal accountability
- Strong work ethic
- Honest, trustworthy and respectful
- Display empathy, commitment and resilience
- Reliability and punctuality
- Embracing of change and improvement
- Genuine interest in the School, students and families in the School Community

8. Additional Information and Special Conditions

- As a member of the School staff, the incumbent is committed to the Aims and Philosophy of the School
- In all matters concerning employment, this position is ultimately responsible to the Principal. However, for practical purposes, these functions are delegated to the Business Manager. In its day-to-day duties, the role will be responsive to the needs of the School
- Employment conditions are as detailed in the Educational Services (Schools) General Staff Award 2020) and the National Employment Standards. The position is graded at School Operations Services, Level 2, Grade 2 in the Award
- Work attendance outside of ordinary school hours is required where directed to support events, functions and programs (including sports).

Core Demands

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	X	X
Walking	<input type="checkbox"/>	<input type="checkbox"/>	X	X
Running	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Exposure to noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Climbing (steps / stairs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Working from heights (>2metres)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)				
Lifting	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Pushing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Pulling	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>