

DARA SCHOOL Grounds Person

Section A: ROLE DESCRIPTION AND EMPLOYEE SPECIFICATION

DETAILS	
Title of Role:	Grounds Person
Classification Level:	Level 3
Tenure:	Part-Time contract position to December 2021
Standard Terms and Employment Conditions	Educational Services (Schools) General Award 2010
Hours:	20 hours per week Days and times to be negotiated
Reports to:	Principal and/or Delegate
Induction day:	Tuesday, 19 th January 2021
Official Commencement date:	Tuesday, 19 th January 2021
Performance and Review	June 2021

Section B: ROLE DESCRIPTION

Position Overview

The Grounds Person is accountable to the Principal or delegate for the provision of an efficient and effective grounds and facilities development and maintenance service to the school, that contributes to positive educational and wellbeing outcomes for students and contributes to the good name of the school.

The Grounds Person reports to the Principal or delegate.

Key Duties and Responsibilities

The Grounds Person will ensure the provision of an efficient and effective grounds and facilities maintenance service by observing all WHS requirements to:

- Perform general handyman tasks such as replacing and repairing locks and other door furniture, removing graffiti and attending to vandalism attacks, repairing damaged furniture and fittings.
- When necessary, remove unwanted litter and rubbish from around the site, including removing fallen tree limbs, broken furniture, etc.
- Ensure building and grounds security is maintained to an appropriate standard.
- Attend to basic plumbing requirements, such as changing tap washers or re-seating taps as required and liaising with plumbing contractors regarding problems with the water at the site (e.g. burst pipes, etc.).
- Develop and maintain the outdoor areas of the school, including gardens, trees, natural play/learning spaces and managing watering including the automatic watering system.
- Support and contribute to student/class projects, such as the community garden and other student programs (to be negotiated).
- Plant, trim and prune trees, shrubs, as well as other plants, and weed garden beds as necessary.
- General mowing as required.
- Assist in the loading, unloading, of furniture and materials.

- Checking the safety of outdoor spaces, including playground equipment and surfaces.

Ensure the general upkeep and maintenance to all tools and machinery by:

- Performing minor repair work on tools and machinery, if applicable.
- Ensuring annual electrical testing and tagging of the school's equipment.
- Sourcing the best possible repair and purchase avenue for tools and machinery, in liaison with the Principal or delegate.
- Organising and maintaining cleanliness of personal workspace, tools and shed space.

Contribute to the promotion of the Code of Ethics and Occupational Health Safety and Welfare.

Other related duties, within the capabilities of the Grounds Person, as directed by the Principal or delegate.

Special Conditions

The incumbent may be expected to assist with after-hours school functions and working bees around such functions.

Performance Management

Key Performance Indicators (KPIs) are drawn from the position description so that performance can be measured and acknowledged.

Supervision and direction	<ul style="list-style-type: none"> • Receives little direct supervision and is generally responsible to the Principal or delegate. • Receives direction about the broader technical aspects of work to be completed. • Subject to periodic checks/reviews to monitor satisfactory progress.
Use of knowledge	<ul style="list-style-type: none"> • Demonstrates a broad knowledge base incorporating a range of theoretical concepts relevant to the position description. • Is technically competent and well experienced. • Enquiries to clarify technical requirements. • Contributes to development of operational policies.
Use of skills and problem solving	<ul style="list-style-type: none"> • Develops and applies solutions to a range of problems. • Analyses and plans effective approaches to technical problems.
Control, authority and decision making	<ul style="list-style-type: none"> • Identifies and applies skill and knowledge in some depth to most matters. • Operates within a budget, where required.
Judgement	<ul style="list-style-type: none"> • Locates, analyses and evaluates information from a variety of sources.
Responsibility and accountability	<ul style="list-style-type: none"> • Takes responsibility for own outcomes in relation to specified quality standards. • Takes significant initiative and responsibility, where required. • Is self-aware of Key Performance Indicators and uses these to guide quality work.
Responsibility for others	<ul style="list-style-type: none"> • Takes responsibility for the quantity and quality of the work of others, where required. • Supervises volunteers and students, as required.

Section C: Selection Criteria

Essential Qualifications

- Current Responding to Abuse and Neglect Training.
- Current Working with Children clearance.
- Current Provide First Aid certification.

Desirable Educational Qualifications

- Evidence of training and prior experience in a similar position.
- Horticulturalist Certificate III.
- Building and Construction Certificate IV.
- Tag and Test Accreditation.
- Qualification in a trade.
- Bus license

Personal skills, abilities and aptitude

- Proven ability to exercise judgment, initiative and forward planning.
- Ability to identify and carry out tasks with limited supervision and direction.
- Ability to establish effective relationships with a wide range of people including staff, students, parents and the wider community.
- Experience in working with children in a learning environment.
- Ability to think creatively with the use of resources and grounds to maximise learning opportunities for students.

Knowledge

- Knowledge of policies relating to Work Health and Safety, Evacuation, and storage of chemicals.
- Knowledge of horticultural requirements, such as watering restrictions and the appropriate use of chemicals and fertilizers.
- Aware of the standards for electrical tagging and testing.

Experience

- Experience in maintaining a stimulating and engaging grounds environment.
- Experience in the use of related grounds tools and machinery.
- Experience in general maintenance.

Section C: Application process

Each applicant for this role is required to:

1. Write a covering letter addressing each of the selection criteria, noting previous experience. The letter must also include a personal vision statement for the position at the school.
2. Submit a recent Curriculum Vitae including the names and contact details of 3 referees.

Applications who do not meet the above requirements will not be considered.

Applications close at 5:00 pm on 2nd December 2020.

Applications must be marked CONFIDENTIAL and emailed to principal@daraschool.sa.edu.au.

Those shortlisted for an interview will need to be available on Wednesday 9th December 2020.