



GEORGIANA MOLLOY ANGLICAN SCHOOL
BUSSELTON WESTERN AUSTRALIA
Position Description

POSITION DETAILS

Position Title:	Grounds Assistant
Group:	Administration
Supervisor:	Senior Maintenance/Grounds Officer
Date last reviewed:	July 2018

DUTIES AND RESPONSIBILITIES STATEMENT

Reporting to the Senior Maintenance/Grounds Officer, the Grounds Assistant will join the Building and Grounds Team whose primary role as a group is to support the staff and students in an efficient and effective manner, to enable their delivery of our core business; teaching and learning.

The presentation, maintenance, security and safety of Georgiana Molloy Anglican School (GMAS) are paramount to our success. The Grounds Assistant will be an enthusiastic, practical and well organised individual who assists in ensuring the buildings and grounds are presented to a level that places GMAS at the fore front of educational practice.

The Grounds Assistant will add value to GMAS by the provision of efficient, timely and cost effective services in presenting the school site to a level that brings credit to the school and complements the school's position as a quality educational provider.

We currently have contracted services for the provision of; Grounds, Maintenance, Cleaning and Security. A planned preventative maintenance program and a breakdown maintenance system are in place.

The broad duties and responsibilities of this new role can be found below:

KEY ACCOUNTABILITIES

General Requirements

- Actively support the mission of a Christian school in the Anglican tradition through your example both in and out of the school.
- Actively support the mission of the Anglican Schools Commission (Inc) and consistently espouse this mission in your daily interactions with all stakeholders in the Georgiana Molloy Anglican School community.

- Dress appropriately as an independent school staff member. In accordance with school policy, all staff must wear attire suited to the role. Although at times formal business wear may be required.
- Openly, honestly and actively discuss issues of concern through the appropriate channels at school, but maintain the strictest confidentiality and liaise in a professional way at all times when mixing with people (particularly GMAS parents) off campus.
- Comply with all Child Protection legislation.
- Present a positive image about the school in the public sphere at all times.
- Be appraised regularly, according to the Staff Appraisal Program in place in the school.
- Attend and contribute to meetings of whole staff and smaller groups when required.
- Be proactive in sourcing and engaging in own on-going professional development in line with the school's professional development policy and budgets. To this end, be willing and able to participate in professional development away from Busselton which will involve travel and possibly overnight requirements.

Duties

- As part of the Buildings and Grounds Team, present the grounds to a level that brings credit to the school and complements the school's position as a quality educational provider.
- Maintain the site in a neat and tidy condition – specifically to daily tour the site and remove litter and other material from the building surrounds and from the front and side entrances to the school (including the use of blower and outdoor vacuum machinery).
- Replace dead plants and restore affected plants and areas to healthy condition. Discuss with the Senior Maintenance/Grounds Officer any remedial works required keeping in mind budgetary restraints.
- Fertilise, spray, and tend to high maintenance areas to promote health and sustainable growth to complement the scheduled work performed by the Mowing Contractor under the instruction of the Senior Maintenance/Grounds Officer.
- Treat and rehabilitate areas of the turf that may become worn or are affected by other external elements.
- Maintain the surrounds of equipment to ensure it is free from protrusions or other dangerous items that may cause injury to a child, especially playground equipment. Regular raking of sand to remove foreign objects is expected.
- Arrange removal of all debris from site including clippings and other materials that cannot be recycled in other areas of the school.
- Maintain all reticulation fittings and services to ensure minimum waste of water and limited over spray of water onto buildings or paths.
- In consultation with the Senior Maintenance/Grounds Officer, arrange for the reticulation cycle to be adjusted in keeping with requirements for adequate nourishment of turf and gardens and help to maintain the reticulation infrastructure to a serviceable level to ensure consistent delivery of water to the site.
- Liaise with the building and grounds team in regard to improvements for the site.
- Open the school (including gates and lockers) on a daily basis during term periods. Ensure placement and checking of all bins and other rubbish receptacles for adequacy and cleanliness.
- During the school holidays high pressure clean all stains and marks from the footpaths and undercover areas. Ensure that the outside blinds to the undercover areas are also cleaned. Regular spot cleaning during term time as required.

