



POSITION DESCRIPTION

Title:	Grounds and Maintenance Officer
Reports to:	Business Manager, Facilities and Ground Coordinator
Direct reports to this role:	Nil
Internal Liaisons:	Staff and Students
External Liaisons:	
Terms and Conditions:	<i>Educational Services (Schools) General Staff Award 2020</i>

Geraldton Grammar School (GGS) Vision Statement

Geraldton Grammar School will provide outstanding education and a strong sense of community, cultivating people of integrity, independence of mind and a love of learning.

Strategic Pillars

Personalisation - Ensure that our academic, co-curricular and wellbeing programs support and enable each member of a diverse student body to achieve their personal best.

Staff - Attract, retain and develop talented staff who are aligned with the School's values and work hard to achieve the purpose and vision for Geraldton Grammar School

Our School Our Future - Plan for and maintain sustainable funding that allows us to invest in infrastructure and programs to achieve our goals

Community - Positively engage with our local community, educational partners, parents and alumni to encourage and foster mutual respect and valuable opportunities for cooperation

Service and Values

- All responsibilities and activities are to be carried out in accordance with GGS ethos, values, and standards of behaviour as set down by the School and as amended from time to time
- It is expected that individuals will demonstrate and promote service excellence and support the School in its objectives at all times
- Participate in professional development activities conducted by GGS as required or directed.
- Support the Christian teachings and ethos of the School in the Anglican tradition

Child Safety Commitment

All students who attend GGS have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have a zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at or is engaged by GGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

Staff Obligation to Child Safety

All staff at GGS take an active role and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 Child Safe Standards. The GGS Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff at GGS are required to sign a statement that they have read, understood and agree to abide by the GGS Child Safety Policies and the GGS Staff Code of Conduct.

Duties and Responsibilities

To support the ethos of the School by maintaining school buildings, equipment, grounds and the general school site to required standards. This will require undertaking work / tasks as directed by the Business Manager. In addition to programmed work at school, it is acknowledged that this position will require tasks and works to be carried out off site in relation to transport arrangements, deliveries and maintaining other properties / facilities or equipment that the School has an interest in.

1. Contribute to the maintenance of buildings and property to required standards by:
 - a. Performing routine tasks for site operations as directed by the Facilities and Ground Coordinator.
 - b. Maintaining equipment and performing or arranging relevant repairs and maintenance as required.
 - c. Performing building and grounds maintenance programs, including but not limited to:
 - Repairing or replacing locks, doors, furniture, light fittings, broken windows, leaking taps, pumps, reticulation and plumbing, patching holes, painting, removing graffiti, etc, as requires attention;
 - Gutter and down-pipes cleared and working effectively;
 - Removal or cleaning of waste, dead animals, trade waste or litter;
 - General garden upkeep and improvements.
 - Waste disposal.
 - Movement of furniture and transporting deliveries.
 - Assist in the organisation of events.
 - d. Assist in school improvements such as building renovations and refurbishment, fencing, paving, establish and maintain gardens, building retaining walls, etc as directed;
2. Promote a team culture by:
 - a. Assisting and willing to be assisted by others.
 - b. Maintaining team communication.
3. Ensure the school grounds are well-maintained and visually appealing through regular mowing, reticulation inspections, landscaping, and garden upkeep.
4. Be available for offsite duties including (but not limited to) deliveries and pick-ups, maintaining other properties that the School has an interest in.
5. Assist with the setup and preparation of school events and functions, ensuring venues, equipment, and resources are arranged in a timely and organised manner.
6. Undertaking any other task or responsibility consistent with the role as directed by the Facilities and Ground Coordinator.

Other areas including Workplace Health and Safety

- Adhere to a standard of dress consistent with the stated requirements of the School.
- Comply with the School policies and procedures.
- Comply with the School's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Adopt risk management strategies to minimise the risk of injury to people and property in the workplace.
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.
- Co-operate with the Principal or another person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act.

Abilities and Skills

- Ability to carry out tasks as directed and to required standards.
- Comply to organisational procedure and policy in relation to work times and general professionalism.
- Reasonable written and good verbal communication skills.
- Time and work management skills that ensure workload is managed and deadlines met accordingly to agreed priorities.
- Self-directed application of appropriate techniques and equipment.
- Ability to work at heights or in confined spaces and perform sustained physically demanding work.
- Ability to understand the operations of machinery and equipment relative to building maintenance.
- Willingness to undertake training or research into building maintenance practices.

REVIEWED BY:	DATE
Written by MNN	10/10/2018
Reviewed GMY	11/10/2018
Reviewed CJD	12/12/2021
Reviewed and minor amendments MLE	18/01/2024