



GROUNDS/MAINTENANCE

JOB DESCRIPTION

EFFECTIVE: NOVEMBER 2023

POSITION DESCRIPTION

St James' Anglican School is a child-safe institution and a school of the Anglican Schools Commission (Inc.) (ASC). St James' Anglican School is a co-educational, independent day school catering for students from Kindergarten to Year 12.

St James' Anglican School promotes a positive work environment and culture to attract and retain high quality staff by fostering professionalism, commitment, loyalty, Christian values, a high standard of pastoral care, and by providing above Award conditions.

It is expected that all staff of St James' Anglican School are familiar with, and act in accordance with the Staff Code of Conduct and the requirements outlined in the Staff Handbook.

Key Relationships: Principal, Business Manager, Staff, Students and Parents.

You will report to the Business Manager.

Level/Award: In accordance with the School Employees (Independent Schools Award Gardners, Grounds and Building Maintenance Employees and the prevailing Anglican Schools Commission Enterprise Bargaining Agreement.

FTE: This is a full time role

GROUNDS DUTIES

Duties related to the position include, but are not limited to the following:

Specific Duties

1. Carry out the following tasks as directed:
 - a. Mow grassed areas, weed gardens, plant flowers, trees and shrubs, trim edges, prune trees and shrubs, spread fertilizers, apply herbicides and other gardening tasks as required
 - b. Rake Kindy and Preprimary sandpits
 - c. Monitor weed levels and act accordingly
 - d. Delivery of goods around the school
 - e. Cleaning of walkways and litter
 - f. Unlocking and disarming buildings on arrival



2. Assist in the following tasks:
 - a. Daily refuse collection and security checks of buildings
 - b. Marking of grounds for sporting events
 - c. Setting up of furniture and equipment for special functions and productions
 - d. Maintaining, repairing and extending the reticulation system
 - e. Complete safety checks of grounds equipment
 - f. Carry out such other tasks as are required for the proper functioning of St James'

MAINTENANCE DUTIES

- Proactively identify and resolve safety hazards
- Liaise with teaching and other staff and present a positive role model to students
- Lifting and general labouring
- Carry out minor repairs and maintenance to school buildings such as:
 - Repairing breakages and damage (plaster, windows, doors etc)
 - Undertaking maintenance and repairs of equipment and furniture
 - Monitoring of door furniture
 - Maintenance such as painting, plumbing, replacing of light bulbs, removing of graffiti
- Assist with monitoring and inspecting cleaning to ensure high sanitary standards of cleanliness are maintained
- Assist with ensuring security and smoke detector alarm systems are effectively maintained and operated
- Assist with ensuring other automated systems such as air conditioning and lighting are effectively maintained and operated
- Maintenance of MSDS records
- Other duties as directed by the Business Manager

Work Related Requirements & Attributes

- Carpentry qualification or equivalent preferable
- Ability to work at height preferable
- Ability and willingness to learn new skills
- Be reliable, enthusiastic and conscientious
- Ability to communicate effectively with the broad range of students and staff
- Show active support to all activities of the School
- Enjoy problem solving
- Possess a robust sense of humour and the ability to work in a small team and fast paced environment
- Willingness to accept supervision and learn from constructive criticism
- Act responsibly and safely at all times



STAFF EXPECTATIONS

- ✓ Actively support the mission and policies of the Anglican Schools Commission (Inc.) and St James' Anglican School as a Christian school in the Anglican tradition.
- ✓ Maintain professional confidentiality concerning information about staff and / or students.
- ✓ Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- ✓ Ensure that all documents are prepared and presented in accordance with the School's Writing Style Guide.
- ✓ Attend staff meetings when required including attendance at Staff Eucharists.
- ✓ Take an active part in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation.
- ✓ Serve as a good ambassador of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing professional attire in line with the Staff Dress Code.
- ✓ Maintain Working with Children currency, and ensure the School is always provided with the appropriate documentation
- ✓ Undertake and apply Work Health and Safety requirements in the workplace.