



## Position Information Document

<b>POSITION TITLE</b>	Education Support Officer: Maintenance & Grounds
<b>ESO GRADE</b>	3
<b>ESO STREAM</b>	Services
<b>EMPLOYMENT TYPE</b>	Permanent
<b>HOURS PER WEEK</b>	37.5
<b>WEEKS PER YEAR</b>	48

### Key Working Relationships

- Principal / Deputy Principal
- Business Manager
- Work Health & Safety Coordinator
- Staff, Students and Contractors, as appropriate

### Broad Purpose

The Education Support Officer, Maintenance and Grounds is directed by the Maintenance Coordinator and is responsible for carrying out a broad range of activities to ensure school buildings, grounds and facilities remain in good order and that the plant, equipment and other aspects of the school's physical environment are safely administered and maintained as per Work Health & Safety requirements.

Duties include, but are not limited to:

### **Maintenance and Grounds**

- Undertake the upkeep of play spaces, sports grounds, paths/roadways and building surrounds including:
  - the playground soft fall and regular safety checks and repair of playground equipment
  - watering, planting and weeding garden beds and the development of new garden areas
  - maintaining lawns and edges, spot weeding and fertilizing of grassed areas
- Be responsible for ensuring an effective rubbish collection and waste disposal service, including cleaning and emptying yard bins daily.
- Maintain the work shed and its contents, in a neat, orderly, and functional manner.
- Ensure maintenance tools and equipment remain in good repair and source repairs/replacements, as authorised.
- Carry out all minor and routine maintenance and conduct regular maintenance inspections as per the maintenance schedule, updating the register as work is completed.
- Undertake general repairs and maintenance to buildings, fittings, and fixtures to maintain an appropriate level of functionality and safety.
- Assist with the setup and clean-up of events and functions as required.
- Maintain documentation as required for administrative, financial and WHS purposes, as applicable.
- Ensure compliance with WHS policies, practices and priorities within area of responsibility and participate in any WHS-related activities, as required.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.
- Assist with WHS inspections and risk assessments, and take/arrange corrective action, as appropriate.
- Maintain grounds and facilities to meet all WHS obligations and requirements.
- Positively participate and engage in any required training and development and regular professional review processes.
- Perform any other duties as required, as directed by the Principal (or delegate).

## PROFESSIONAL RESPONSIBILITIES

- A commitment to uphold and contribute to the Catholic ethos of the school.
- Act in a manner consistent with the Code of Conduct for Staff at St Mark's College.
- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures
- Be aware of and consistently implement all relevant College student policies and procedures
- Fulfil Duty of Care responsibilities to assist in the safety in the safety of all students
- Accept delegated responsibilities, as appropriate
- Present self appropriately, following dress code, and WHS requirements (PPE), as required
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College

## PERSONAL QUALITIES & SKILLS

- Demonstrate comprehensive technical skills and experience in building and grounds maintenance including the ability to apply trade skills in construction, maintenance and repair tasks using precision hand and power tools and equipment.
- Gardening maintenance skills, knowledge, and experience, including garden and turf management.
- Knowledge and ability to safely and responsibly operate minor plant and equipment, e.g. chain-saw, leaf blower, ride-on lawn mower, edge trimmer etc.
- Sound computing skills and knowledge, able to effectively utilise Microsoft Office and maintain online and hardcopy records and produce reports, as required.
- High level organisational skills including the ability to take significant initiative, be proactive and plan, analyse, design, and implement solutions. Be able to work under pressure and meet required timelines. and calmly respond to challenging situations in a measured manner.
- Interact professionally and work collaboratively and cooperatively with school staff as a positive team member and liaise effectively with other members of the school community, contractors and visitors.

- Good interpersonal and communication skills and ability to take initiative and give and take direction effectively and take responsibility for own outcomes in relation to specified quality and WHS standards.
- Lead and demonstrate best practice WHS at all times.
- Demonstrate an understanding of professional boundaries and the need for confidentiality.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace, in particular, appropriate personal protective clothing to fulfil role requirements.

## S P E C I F I C R E Q U I R E M E N T S

- Current car Drivers Licence.
- Applicable First Aid Certificate relevant to the role requirements.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.
- Able to undertake specific training relevant to role e.g. working at heights, safe work on ladders etc.
- An awareness of building regulations and relevant statutory requirements.
- Availability to respond to/return to school to attend to service and/or security matters out of hours, when required.

### **Qualifications/training (or the ability to gain):**

- Accredited trade qualification e.g. electrical, plumbing, horticulture, carpentry, etc *is desirable but not essential.*
- Manual Handling
- WHS including Hazard Management & Job Safety Analysis - Hazard Awareness
- Working at Heights
- White Card
- Safe Chainsaw Operation
- Herbicide / Pesticide Training.

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

*Reference: Division 4, Section 28 WHS Act 2012*

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.