
DATE: April 2023
ROLE: Grounds and Maintenance Officer
RESPONSIBLE TO: Executive Principal
ACCOUNTABLE TO: Finance & Operations Manager

PURPOSE OF THE ROLE

The role of the School Grounds and Maintenance Officer is to support the operational requirements of the school by being responsible for all aspects of the development, maintenance and presentation of grounds, sporting fields, sporting amenities, gardens and buildings, for use by the school community, including visitors, parents, students and staff, and to actively promote a good first impression of the school to the general public.

KEY AREAS OF ACCOUNTABILITY

The duties of the Teacher include:

- Grounds
 - Maintenance and care of lawns, sporting ovals and gardens
 - Preparation of ovals for sporting events and carnivals as required
 - Management and safe distribution of organic and chemical pesticide sprays and fertilisers
 - Development of projects necessary to fulfil the requirements of the position.
 - Safely operate and maintain machinery as required.
 - Liaise with, and monitor, external contractors to ensure contractual expectations are delivered to a satisfactory standard if required
- Maintenance
 - Assist with maintenance tasks as directed by the School Principal
 - Assist with the care and maintenance of buildings, furniture and equipment
 - Contribute to the cleanliness and good order of the grounds and maintenance storage and work areas
 - Assist with the preparation of classrooms, furniture, equipment and fittings in preparation for the beginning of each school term and as required
 - Attend to specific maintenance requests as directed
 - Undertake the periodic cleaning and maintenance of all roof gutters, drains and sumps
 - Maintain the cleanliness and appearances of the externals of buildings and structures as required

WHS

- As an employee you have legal obligations and responsibility whilst at work, these include:
 - taking reasonable care of your own health and safety
 - taking reasonable care to ensure that your conduct and action does not adversely affect others

- Complying with instructions, so far as they are reasonably able
- Report hazards in the workplace, assist with assessments and safety control implementation
- Following all safety policies, procedures and site rules

Other

- Undertake other duties as reasonably and lawfully directed