

Position title:	Head Groundsperson
Reports to:	Principal or Principal's Delegate
Enterprise Agreement:	NSW and ACT Catholic Systemic Schools Enterprise Agreement 2017
Classification	School Operational Services Level 4

Position Objective

The Head Groundsperson works collaboratively with other school staff to provide support and assistance to teachers, students and school leadership in the successful delivery of school learning and pastoral outcomes. This position type typically supports cleaning, building and grounds maintenance, retailing (canteens, uniform shop) as well as bus driving and vehicle maintenance.

Knowledge, Skills and Experience

A School Operational Services - Level 4 employee:

- is self-directed in applying their substantial in-depth technical knowledge;
- uses discretion and judgment to plan and organise their work and the work of others;
- applies their technical training and experience to solve problems and expertise to the making of decisions;
- has overall responsibility for managing/ coordinating a particular school operational function; and
- requires a skill level equivalent to trades qualification (or certificate III).

Indicative Duties

A School Operational Services - Level 4 employee's duties may include but are not limited to:

- overseeing/ managing an operational function of the school such as building/grounds maintenance, school security;
- responsibility for planning, scheduling and supervising of all aspects of building and/or gardening maintenance;
- actively contributing to, and supporting, planning processes with regard to assets and maintenance of school premise;
- identifying all building and furniture maintenance and repairs, as well as minor renovations;
- unlocking school facilities at start of day and securing them at night;
- assessing and undertaking urgent maintenance out of hours and/or arrange for such maintenance to be carried out;
- assisting the Principal or other staff with out of hours functions;
- understanding and working within budget guidelines;
- Assisting in the selection and training of new staff and may prepare rosters;
- co-ordinating and supervising subcontractors and periodical contracts;
- prioritising maintenance tasks and managing work within budget;
- understanding architectural drawings;
- ensuring that all health and safety issues are managed to a high standard;
- understanding and assisting in emergency evacuation procedures;
- managing a school carpentry workshop in a safe manner; and
- working on complex engineering or interconnected electrical circuits and/or exercises high precision trades skills using various materials and/or specialised techniques.

Position Requirements

General or ancillary employees are required to support the mission, teachings and ethos of the Catholic Church's work in schools. All employees must also demonstrate:

- The ability to work effectively both autonomously and as part of a team
- The ability to follow direction, prioritise and meet set deadlines
- Interpersonal skills in working with a range of personnel
- Strong planning and organisation skills
- Quality in fulfilling assigned work

Work Health and Safety

- A report of incidents and dangerous hazards must be advised to the supervisor on the date of incident, and the immediate danger of any hazard must be removed.
- Compliance and cooperation with reasonable instruction, policies and procedures of the School.

The Employer reserves the right to vary this position description in response to its changing needs.

Catholic Education Diocese of Parramatta (CEDP) is a child safe organisation, and is committed to providing child safe communities that recognise and uphold the dignity and rights of all children and young people.