



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Grounds Maintenance Officer

Position Level	School Operational Averaged Level 2.1
Salary (Full-time)	Averaged - \$47,702 (based on skills and experience) <i>(Pro-rata paid for part-time appointments)</i>
Reports To	Principal
Location	St Gregory's Primary School – Queanbeyan, NSW
Employment Type	Part-Time
Employment Status	Temporary
Employment Term	15 June to 17 September 2021
Hours Per Fortnight	40

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals.

Position Purpose	The position will see the successful applicant working from 7 – 11am Monday to Friday. The duties are varied and require a range of skills. The position requires applicants to be able to work unsupervised and show initiative.
Position Duties	<p>The tasks may include but not be limited to;</p> <p>Low Street</p> <p>7 – 8 am (grounds) 10-11am (maintenance)</p> <p>Daily</p> <ul style="list-style-type: none"> ▪ Unlock gates to children's toilets and back gate. ▪ Check perimeter of grounds for safety issues – bottles, glass, rocks, collect and dispose of rubbish ▪ Uncover sandpits ▪ Sweep sand into sandpit from cement surroundings near Kinder ▪ Blower vac in front of Kinder area & across rear of main building ▪ Check maintenance register <p>Every Monday</p> <ul style="list-style-type: none"> ▪ Rake sandpit

Fridays

- Remove balls from roofs as required

Every 2-3 days

- Blow front of school near entrance
- Clean bubbler troughs

Weekly / fortnightly (as needed)

- Blow along front of school under seating & along showground side of asphalt

Once a Term

- Check & clear gutters of Kinder block, drovers, toilet block & storeroom
- Wash down all seating.
- Clean filters in heaters / air conditioners as per season. Top up water in gas heaters at start of winter.
- Clear stormwater drains of leaves etc.
- Clean with pressure hose concrete areas directly outside classrooms

Macquoid St

8-9am (grounds)

9-10am (maintenance)

Daily

- Put out crossing flags
- Open front and back gates around 8am and close around 9.15am
- Check perimeter of grounds for safety issues – bottles, glass, rocks etc & collect any rubbish
- Open toilets – children's & disabled
- Blow area in quadrangle near junior classes & main door to B block; corners in amphitheatre; across the back of A block.
- Check maintenance register.

Mondays

- Rake sandpit
- 2-3 times a week
- Blow edges along the church and across end of asphalt near gate.
- Check toilets for running cisterns
- Clean bubbler troughs

Once a Term

- Check & clear gutters of 'B' block
- Wash down all seating.
- Clean filters in heaters / air conditioners as per season. Top up water in gas heaters at start of winter
- Blow whole asphalt area (basketball courts) – usually over a couple of days
- Clear stormwater drains of leaves etc.
- Get balls off hall roof
- Clean with pressure hose concrete areas directly outside classrooms

	<p>Maintenance as needed:</p> <ul style="list-style-type: none"> ▪ Advise Assistant Principal of any pending maintenance issues and repair as directed. ▪ In consultation with Assistant Principal complete tasks as necessary to comply with student safety plans. ▪ Identify and purchase parts and materials as required for repairs ▪ Assist with archive management and destruction of approved documentation ▪ Manage storage of excess furniture, and disposal of broken/unwanted furniture and IT ▪ Assist visiting contractors/tradespeople and couriers in relation to plant layout and location for work to be undertaken or deliveries. ▪ Replace fluorescent tubes & starters ▪ Weed gardens and where necessary replenish garden beds ▪ Refresh ground markings as directed by Assistant Principal ▪ Maintain photocopy paper supplies to MacQuoid. ▪ Transport goods between campuses as required
Skills, Attributes and Experience	<p>Successful applicants for the position will have:</p> <ol style="list-style-type: none"> 1. A commitment to the goals of Catholic education and a readiness to foster the aims and vision of the College in the wider community. 2. Applies knowledge and a range of skills in a variety of roles and tasks. 3. Uses discretion and judgement in planning and organising and achieving outcomes in time constraints. 4. Works under general direction. May work semi-autonomously (if working alone).
Qualifications	<ul style="list-style-type: none"> ● Must hold a relevant Working with Children registration. ● The successful applicant must have a current driver's licence. ● Skill level which assumes and requires knowledge and training equivalent to completion of a trades qualification (or Certificate III) would be beneficial.

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au