



POSITION DESCRIPTION

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

Groundsperson

Position Level	School Operational Un/Averaged Level 2.1 – Level 3.3
Salary Range	UnAveraged - \$ 52,998 to \$ 62,756 (based on skills and experience)
(Full-time)	Averaged - \$ 47,702 to \$ 56,483 (based on skills and experience)
Reports To	Business Manager & Principal
Location	Merici College – Braddon ACT
Employment Type	Casual
Employment Status	Casual
Employment Term	N/A
Hours Per Fortnight	Up to 76

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	As the Groundsperson, you will undertake the maintenance of specified grounds areas and preparation of the school site prior to arrival of the students and staff each day.
Position Duties	Grounds Maintenance <ul style="list-style-type: none">• Undertaking general gardening tasks including preparation and planting procedures• Applying fertilisers, fungicides, herbicides and insecticides under general supervision• Responding to alarms, following emergency procedures and preparing incident reports, inspecting and securing buildings• Providing assistance to qualified tradespersons in building and furniture maintenance• General maintenance work which includes the use of trade accredited skills in areas such as carpentry, plumbing or electrical services• Control and responsibility for the maintenance of gardens, sports grounds and/or facilities which includes the use of accredited trade skills in areas such as horticulture, gardening or in the maintenance of sports grounds• Responsibility for operating, maintaining and adjusting turf machinery, as appropriate

	<ul style="list-style-type: none"> • Cleaning and inspecting machinery after each use, reporting any problems to the appropriate manager • Performance of a range of construction, maintenance and repair tasks, using precision hand and power tools and equipment. In some cases this will involve familiarity with the work of other trades or require further training • Responsibility for the security and basic maintenance of school property • Planning, scheduling and supervising of all aspects of gardening maintenance
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 • 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