



# Maintenance and Grounds General Hand

## POSITION DESCRIPTION

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| <b>POSITION:</b>                   | <b>Maintenance and Grounds General Hand</b>  |
| <b>ENTERPRISE AGREEMENT/AWARD:</b> | Girton Grammar School Bendigo Enterprise Agreement 2022<br>Educational Services (General Staff) Award 2020 |
| <b>EMPLOYMENT TYPE:</b>            | Full-time and part time opportunities available  |
| <b>SALARY:</b>                     | \$53,013 - \$59,901 plus superannuation<br>(Grade 1.1.1 – 1.1.3) dependant on experience                   |

### PURPOSE OF POSITION

The position of Maintenance and Grounds General Hand is a member of a team that is responsible for the provision of general and programmed maintenance of equipment, buildings and grounds across all sites of Girton Grammar School. This includes, but is not limited to, general repairs, managing the storage and transportation of a range of equipment from office furniture through to Audio Visual and stage props, removal of waste and maintaining the grounds and gardens. The role plays an important part in maintaining the infrastructure and appearance of the school to a high standard. Effective working relationships are expected with all employees of the school as well as with students, contractors and members of the school community.

### ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school which provides an enriching and supportive educational environment for approximately 1,100 students from Prep to Year 12.

With a Junior School campus and separate Senior School campus located in the centre of town, this renowned School sits at the heart of the Bendigo community.

The school is proud of its culture and reputation of optimism and commitment to students and staff, translating to personal growth and academic achievement that ensures Girton Grammar School in a leading independent school in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we value equally, people, character, and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known, and their individuality is respected.

### KEY OUTCOMES

The successful candidate will be responsible for achieving the following outcomes:

- Ensure all tools, machinery, equipment and vehicles are maintained correctly and safely
- Unblocking of sinks, toilets, etc of a minor nature
- Removal of graffiti from furniture, buildings and grounds fixtures
- Assist with minor repairs to buildings, fittings and fixtures, plumbing and grounds, including painting
- Setting and packing up of furniture and equipment for school assemblies, functions and other activities and events, including exams and assessments, Speech Nights, Open Days, School Productions, and student events.
- Assist with the transportation of goods, equipment and furniture within the school.



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- Undertake maintenance of grounds and gardens, including mowing, weeding, planting, watering and general care, to ensure they are well presented and healthy
- Assist in waste removal and cleaning where required
- Play a vital role in the school’s emergency management response
- Comply with Workplace Health and Safety legislation and professional regulations at all times to reduce the risk of harm to self and others
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Physical requirements of the Grounds and Maintenance team:

The Grounds and Maintenance team must be physically capable of undertaking a range of duties safely and adhere to the Occupational, Health and Safety procedures and guidelines including the use of PPE, when necessary. Examples include but are not limited to the following.

- work is normally performed outdoors and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises
- moving and manoeuvring furniture and equipment within the office/school environment
- exposure to and safe handling of potentially dangerous materials, substances and situations that requires following safety precautions and may involve the use of protective equipment (PPE)
- the use of tools, machinery and other equipment that require following safety precautions and may involve the use of protective equipment.

From time to time, the Maintenance and Grounds team will be required to undertake other duties, as directed by the Head of Senior School, Deputy Principal or the Principal.

### KEY SELECTION CRITERIA / ESSENTIAL QUALIFICATIONS/SKILLS

1. A practical working knowledge of grounds and gardening equipment and machinery such as lawnmowers, hedgers, edgers, chainsaws, brush cutters, line trimmers is desirable.
2. Previous experience within a similar role within either the building and/or grounds position
3. Ability to comply with Workplace Health and Safety legislation and professional regulations to reduce the risk of harm to self and others
4. Ability to prioritise workloads and manage multiple tasks with competing timelines
5. Ability to undertake the physical requirements of the role, both as a member of a team as well as autonomously on some occasions
6. Sound interpersonal communication and organisational skills
7. The ability to understand and adhere to child safety requirements and demonstrate appropriate behaviour within an educational environment when engaging with children, including children with diverse needs and backgrounds
8. The ability to use and/or acquire the skills to use some information and communication technologies (ICT).
9. A willingness to engage in professional development and training as required.

### GRADE 1.1

| JUDGEMENT AND INDEPENDENCE  |  |
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| ✓ Clear and detailed instructions are provided and tasks are covered by standard processes or instructions. |  |
| ✓ Deviation from procedures or unfamiliar situations are referred to supervisory or management Employees.   |  |



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| <b>PROBLEM-SOLVING</b>   |  |
| ✓ The focus is on maintaining existing systems and processes, solving routine issues and/or challenges using existing processes. |  |
| <b>COMMUNICATION</b>   |  |
| <b>SUPERVISION</b>   |  |
| ✓ Close supervision, or in the case of more experienced Employees working alone, routine supervision is provided.                |  |
| ✓ Does not supervise other Employees.  |  |
| <b>QUALIFICATION AND SKILLS</b>  |  |
| ✓ Completion of Year 12 or equivalent secondary course of study or relevant work experience.                                     |  |
| <b>OPERATIONAL SERVICES</b>  |  |
| ✓ Completes basic cleaning or maintenance tasks under direct instruction, or school crossing supervision as required.            |  |
| ✓ Prepares spaces and venues before and after assemblies and special events.   |  |

### GRADE 1.2

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| Three years' experience in a grade 1.1 role within the school or externally |  |
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### GRADE 1.3

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| <b>JUDGEMENT AND INDEPENDENCE</b>   |  |
| ✓ Influences and has the capacity to change their work priorities and schedules in consultation with their supervisor.  |  |
| ✓ Selects from a range of acceptable options, processes or standards.   |  |
| <b>PROBLEM-SOLVING</b>  |  |
| ✓ Identifies opportunities to improve processes and workflow within their work area and suggests improvements to their supervisor or manager.                         |  |
| <b>COMMUNICATION</b>  |  |
| ✓ Liaises with stakeholders and external providers of goods and services.   |  |
| ✓ Suggests alternative approaches to processes and systems to colleagues or stakeholders.   |  |
| <b>SUPERVISION</b>  |  |
| ✓ Routine to general supervision is provided with some autonomy involved for routine tasks and activities.  |  |
| <b>QUALIFICATION AND SKILLS</b>   |  |
| ✓ Completion of a Certificate III or Certificate IV qualification or an equivalent level of workplace training and experience.  |  |
| <b>OPERATIONAL SERVICES</b>   |  |
| ✓ Completes general handyperson work, such as minor repairs and refurbishments of campus infrastructure, basic carpentry, painting, grounds maintenance or gardening. |  |
| ✓ Cleans and inspects machinery after each use and reports on the need for repairs and or specialist servicing to the appropriate supervisor or manager.              |  |
| ✓ Liaises and interacts with external service providers such as trades people, retail and wholesale providers.  |  |
| ✓ Ensures OH&S requirements and procedures are followed, and where necessary, risk assessments undertaken in their work area.   |  |



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### PERSONAL CHARACTERISTICS

- Open-minded and collaborative
- Optimistic and enthusiastic
- Personal integrity, honesty and fairness
- A good sense of humour
- Creative and organised
- Builds relationships and develops trust with students, staff and families.
- Remains calm, focussed and maintains perspective when dealing with difficult situations.

### MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

### CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration
- Complete all mandatory reporting training and education about Child safety
- Adhere to the Schools Child Protection Policies and Procedures
- Report suspected cases of child abuse in accordance with school policies

### OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these
- Assuming allocated roles in the School's emergency response or occupational health and safety structures
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee
- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels

### COVID-19 SAFETY

Girton Grammar School is committed to the health and safety of its staff, students and broader school community, which includes preventing the spread of diseases such as COVID-19 on campus and amongst members of the school community. In accordance with our commitment to minimising the risk of COVID-19 transmission, all staff, as a condition of their employment, are required to be fully vaccinated against COVID-19.



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### **ADDITIONAL INFORMATION.**

Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.

A six-month probation employment period applies to all new staff members commencing employment at Girton Grammar School.

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.

Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

### **REFERENCE DOCUMENTS**

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

### APPROVAL

|                        |               |                    |            |
|------------------------|---------------|--------------------|------------|
| <b>Developed by HR</b> | December 2022 | <b>Next Review</b> | March 2025 |
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