



## Role Description

<b>Title:</b>	<b>Groundsperson</b>	<b>Location:</b>	Toowoomba
<b>Reports to:</b>	Business Manager	<b>Classification:</b>	Services Staff Level 1
<b>School:</b>	St Joseph's College	<b>Tenure:</b>	Casual

### 1.0 Purpose

The Groundsperson carries out day to day grounds and maintenance activities to ensure that the school is maintained in safe and functional order with excellent presentation.

### 2.0 Experience and qualifications

#### Essential

- Junior certificate or equivalent
- Agricultural Chemical Distribution Control (ACDC) licence or willingness to obtain one
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- the ability to relate well to children and adults
- experience in labouring and operation of some machinery
- the ability to work in a team environment, using initiative and with minimal supervision
- demonstrated experience working with the Microsoft suite of products
- effective relationship building and influencing skills
- empathy with the values and ethos of the Catholic faith

#### Desirable

- previous experience in a similar role would be an advantage

### 3.0 Key result areas

- 3.1 contribute to and promote the development, alignment, attainment, and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.2 undertake grounds and maintenance activities to ensure the school site is maintained to an excellent standard and provides a professional impression to all visitors, parents, students and staff
- 3.3 collaborate and communicate with other members of the school and the members of the other directorates within TCS to ensure that high professional standards are met
- 3.4 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

## 4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

## 5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

## Duties statement

### Groundsperson (Level 1)

#### **3.1 Contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)**

- contribute as a member of the school to achieve the strategies set out in the School Strategy and the TCS Strategic Plan
- attend professional development as appropriate, including training to gain and/or maintain qualifications to hold an Agricultural Chemical Distribution Control (ACDC) licence
- document and report on the progress of initiatives in the School Strategy and the TCS Strategic Plan as required

#### **3.2 Undertake grounds and maintenance activities to ensure the school site is maintained to an excellent standard and provides a professional impression to all visitors, parents, students and staff**

- assist in the general maintenance and development of turf areas and surrounds, eg grass cutting, hedge trimming, shrub pruning, weeding and clearance of leaves as well as general maintenance of paths, stormwater, drains, and gutters
- undertake horticultural operations such as planting and maintaining trees and gardens, including ground preparation, planting, turfing, seeding and pruning
- distribute chemicals for the control of weeds on school grounds in accordance with the Agricultural Chemicals Distribution Control (ACDC) Act, 1966
- assist in the general maintenance of school buildings by carrying out required repairs and completing scheduled maintenance of fixtures and fittings where the work is not required to be completed by a qualified tradesperson
- complete labouring activities, operate and/or maintain some machinery
- set out and mark sporting fields for play
- assist in the maintenance of playing surfaces, including setting up of greens, top dressing, fertilising under supervision, seeding, turfing, coring and sprigging
- maintain simple records of all work performed

#### **3.3 Collaborate and communicate with other members of the school and the members of the other directorates within TCS to ensure that high professional standards are met**

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS
- establish and maintain effective communication networks with stakeholders and work collaboratively with stakeholders

#### **3.4 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- duties may include the completion of project work that presents itself during the operational and strategic review of the actions associated with the School Strategy, TCS Strategic Plan or other directorate strategies