



Mary MacKillop College Kensington

Position Title	Maintenance and Grounds Person
Employment	ESO Grade 2 Permanent
Tenure	48 weeks per year
Full Time/ Part Time	Part-time 3 days / 15 hours per week – Wednesday to Friday
Responsible to	Principal Line Manager – Business Manager

College Mission

To educate girls to be compassionate, knowledgeable and confident to take their place in the world.
To empower girls to make a difference and to be of service to others.

Vision Statement

To be distinguished by excellence in education, faith and leadership formation.

Support Staff

Support Staff fulfil a vital role in supporting the education program of the College. They are required to support the aims and philosophy of the school by making a positive contribution to the development of a Christian community. Support Staff are required to comply with the Work Health & Safety policies and practices of the College. Support Staff may be required to attend professional development sessions conducted at the College or elsewhere, within or outside of the employee's normal working hours. Support Staff are encouraged to participate fully in the life of the College community and to support school activities and functions. They may be required to assist with the supervision of students or other allocated tasks at major school events such as sport carnivals, Masses and other activities. Support Staff shall attend staff meetings and other meetings as required.

Duty Statement

The Maintenance and Grounds person is an integral part of the support team of the College and will work in collaboration with the Grounds person and be responsible for general maintenance and presentation of the grounds, facilities and property of the College.

Key Areas of Work

- Ensure all work undertaken in maintaining the College facilities and grounds is completed in an efficient and thorough manner, in accordance with WHS requirements, and to a high standard
- Undertake routine general tasks such as the collection and emptying of rubbish bins, RCD and Exit Light testing
- General cleaning to ensure the College is presented to a high standard
- Assist in the set up and pack up of College events and co-curricular activities as required
- Apply general skills in construction, maintenance and repair tasks using precision hand and power tools and equipment
- Competently operate hand-held power equipment such as drills and blowers
- Perform routine maintenance and cleaning of tools and equipment in accordance with the manufacturer's instructions
- Move furniture and/or resources to their usual or new location when required
- Keep storage rooms and the maintenance shed organised and tidy
- Liaise with and engage contractors, such as tradespeople and job specialists, as authorised



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- Inform, monitor, administer and facilitate the activities of contractors on site to ensure project and contract obligations are at a high standard
- Under the direction of the Business Manager, ensure compliance with relevant administrative, financial and WHS practices and procedures
- Other priority duties within the scope and abilities of the role as instructed by Principal, Business Manager or any member of the Leadership Team

Other

- Perform any other duties as required by the Principal or Business Manager
- Attend professional development sessions and staff meetings as required
- Take part in all Emergency Evacuation and Lock in Procedures and as requested perform duties as specified by the WHS Coordinator

Qualifications

Essential

- Demonstrated skills and experience with a range of practical maintenance activities
- Knowledge and ability to safely and responsibly operate minor plant and equipment, such as hand and electrical tools

Desirable

- Qualifications, training and/or experience in an applicable trade
- Qualifications, training and/or significant experience in Manual Handling

Professional Requirements

- Demonstrate an empathy and an understanding of the Josephite tradition of the College
- Have patience, sensitivity and flexibility when dealing with various work situations and people
- Respond appropriately to staff and student needs
- Basic Computer skills; able to utilise Microsoft Office, such as Outlook and Word and the Colleges maintenance software
- Good organisational and time management skills to prioritise and complete tasks in a timely manner
- Work collaboratively and cooperatively with others and independently under minimal supervision
- Good interpersonal and communication skills and the ability to safely and responsibly take direction and respond appropriately
- Demonstrate best practice safe work standards at all times

Personal Requirements

- Demonstrate a passion and commitment to the mission and vision of Mary MacKillop College
- Present neat and tidy in attire that suits the practical demands of the role
- Maintain a professional, positive, warm and welcoming disposition
- Display enthusiasm, commitment and a high level of motivation to contribute
- Demonstrate a respect for and the acceptance of differences in students, parents and staff
- Maintain a high level of confidentiality, credibility and honesty
- Be flexible and able to adapt and operate effectively in a challenging and changing environment



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Personal and Professional Conduct

Staff are expected to take all action reasonably necessary to maintain and enhance the reputation of Catholic Education South Australia (CESA) at all times, and must not do anything (including refraining from doing something) that may damage or destroy the reputation and/or educational or business interests of CESA and those associated with it.

Child Protection

Mary MacKillop College assures the right of every member to a safe environment. Mary MacKillop College is committed to Child Protection and protective practices. It is the responsibility of the College employee to promote safe practices and Child Protection practices.

Child-Safe Environments Responding to Abuse & Neglect: Education and Care training is a compulsory certificate for all staff working in a school environment and all staff need to attend 3 yearly updates.





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Work Health & Safety

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 & 28 WHS Act 2012

In practical terms this means to:

- Use appropriate equipment and safe work procedures designed to ensure health and safety
- Participate in training programs as requested
- Report unsafe/unhealthy conditions (hazards) in their work environment
- Report incidents or near misses which have or could have caused injury, and
- Become familiar with and follow the policies, procedures and information about WHS available to staff.

Behavioural Expectations and Fair Treatment in the Workplace

- Comply with the Code of Conduct for Staff Employed in Catholic Education SA
- Comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – Discrimination, Harassment and/or Bullying
- Report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Acquire and Maintain:

- SAVA Clearance to work in Catholic Education SA
- Working with Children Check (WWCC)
- Approved Responding to Abuse and Neglect training
- First Aid training
- Comply with the Catholic Education South Australia COVID-19 Vaccination Policy and Procedures (as amended or replaced)

Changes to Role Description and Duty Statement

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when applying this position description. There will be other tasks, not described above, that may be assigned to this position from time to time by the College Leadership Team.

All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

Performance Review

The employee must undertake performance review on an annual basis. At a mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

Employee Signature: _____ Date: _____

Principal Signature: _____ Date: _____