

## ROLE DESCRIPTION – GROUNDS ASSISTANT (Late start)

Title:	Grounds Assistant
Date reviewed:	March 2024
Reporting to:	Grounds Manager
Supervised by:	Grounds Manager
Supervises:	n/a
Department:	Support Services
Agreement:	NSW Christian Schools General Staff Multi-Enterprise Agreement 2020 - 2023
Classification:	Dependant on qualifications and experience
FTE:	Full time 9:30am to 5:30pm, with 30min lunch break
Qualifications/skills req'd:	<ul style="list-style-type: none"> <li>• Maintenance and Grounds experience desirable</li> <li>• Experience with power tools desirable</li> <li>• Ability and desire to perform physical work. This may require lifting around 20kgs. This role may require a pre-placement health assessment.</li> </ul>

### Basic Objectives:

- Ensures maintenance of property and grounds of the school to the highest standard as directed by the Grounds Manager
- Assist and support the Grounds Manager in the execution of agreed property and ground priorities, performing tasks as directed.
- Focus on events setups and pack downs as well as locking up school at end of day
- Supports the Grounds team as a valued team player
- May require overtime and/or weekend work

### Key Result Areas:

Specific Accountability	Performance Standards
Event setup and pack down	<ul style="list-style-type: none"> <li>• clean and tidy area for event</li> <li>• set up correct equipment for event</li> <li>• pack down event on a timely manner</li> <li>• attend logistic meetings, as required</li> </ul>
Lock up the school after hours	<ul style="list-style-type: none"> <li>• lock up school by 5:00pm each day</li> </ul>
Building Maintenance	<ul style="list-style-type: none"> <li>• install / replace fences</li> <li>• install signs</li> <li>• install white boards and pinboards</li> <li>• install picture track and hanging artworks</li> <li>• replace desktops</li> <li>• replace lights/globes</li> <li>• replace ceiling tiles/fitting</li> <li>• maintain door hinges and locks</li> <li>• assemble and repair furniture</li> <li>• landscape in holiday periods</li> </ul>
Gardening and Oval Maintenance	<ul style="list-style-type: none"> <li>• gardening tasks, as directed</li> <li>• mow &amp; whipper snip</li> <li>• weed garden beds and oval</li> </ul>

	<ul style="list-style-type: none"> <li>• poison fence lines &amp; internal weed spraying lines (if licensed)</li> <li>• retrieve lost balls/property</li> <li>• trim hedges</li> <li>• fertilize oval</li> <li>• cut back swamp grass and lamandras</li> <li>• repair garden edging</li> <li>• clean up after storms</li> <li>• trim trees</li> <li>• spot spraying on ovals (if certified)</li> <li>• spraying wet and forget</li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>• clean windows</li> <li>• remove stains</li> <li>• remove cobwebs and spray</li> <li>• empty recycling bins</li> <li>• empty oval bins</li> <li>• clean bubblers</li> <li>• refill toilet air fresheners</li> <li>• clean roof gutters (if certified)</li> <li>• clean out drains</li> </ul> <ul style="list-style-type: none"> <li>• clean theatre lights</li> <li>• put out rat &amp; cockroach baits</li> <li>• clean all fridges within the school</li> <li>• clean clay traps in art rooms</li> <li>• clean up of classroom spills/accidents</li> <li>• unblock toilets</li> <li>• clean lockers</li> </ul>
Safety	<ul style="list-style-type: none"> <li>• report safety issues on a timely manner</li> <li>• liaising with other staff members</li> <li>• tagging all electrical equipment within the school (if certified)</li> </ul>
Ad hoc	<ul style="list-style-type: none"> <li>• participate in construction projects, as directed and required</li> <li>• attend working bees, as required</li> <li>• deliver items received around the school</li> <li>• catch &amp; relocate wildlife</li> <li>• store archive items</li> <li>• oiling timber furniture</li> <li>• change furniture/storing</li> </ul>
Other general Duties to Support Grounds Manager	<ul style="list-style-type: none"> <li>• Other duties as requested by the Grounds Manager</li> </ul>

Other relevant information

- Staff to inform Grounds Manager when leaving school premises and to sign out.
- Staff are required to have meal and tea breaks, but are asked to abide to the allotted time and occurrences as per MEA agreement.