



# NAZARETH COLLEGE

## GROUNDSPERSON

### ROLE DESCRIPTION

<b>POSITION REPORTS TO:</b> Facilities Manager	<b>AWARD:</b> Victorian Catholic Education Multi Enterprise Agreement 2018
<b>CLASSIFICATION:</b> Salary as negotiated	<b>TERMS OF EMPLOYMENT:</b> Ongoing employment
<b>ANNUAL LEAVE:</b> Annual Leave 4 weeks	<b>REQUIREMENTS:</b> Victorian WWCC National Police Record Check
<b>DATE REVIEWED:</b> October 2020	<b>REVIEWED BY:</b> The Principal

Nazareth College is a Catholic Co-educational Secondary College with an enrolment of 670 students, located in Noble Park North. The Nazareth Community is committed to the safety, wellbeing and inclusion of all students in our care.

### PURPOSE OF THIS ROLE

The Groundsperson will as part of the Facilities Team assisting in the upkeep, maintenance and presentation of the College grounds. The primary function of the Groundsperson is to undertake works to ensure the College grounds are maintained in a tidy, presentable and are compliant with all appropriate regulations and provide a safe environment for the College community.

### RESPONSIBILITIES

- To maintain all grounds and sports field, using motorised, powered and other equipment as appropriate;
- Ensure that the College is maintained to the same high standard;
- To maintain and details all grounds to a high standard, including pruning and maintenance of hedges, flower beds, plants, trees in a neat and tidy way;
- General ground duties including edging, planting, mowing, mulching, weeding and marking of sport lines;
- Assist in organisation and preparation of grounds and garden maintenance including mowing, watering, planting, fertilising and spraying;
- Maintain reticulation system and attend to minor repairs as necessary;
- Follow all Health and Safety policies and procedures. Report all known and observed hazards to the Facilities Manager;
- Participate as a team member and perform hands-on (and as detailed, but not limited to) Set up (events and functions), Rubbish bins, recycling bins, Logistics – movement and



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delivery of parcels around campuses as required, assist Sports, Music and Development Office staff with transporting of equipment where required;

- Clear external drains, sweep paved areas and ensure that litter is removed from garden areas
- Follow all Health and Safety policies and procedures;
- Report all known or observed hazards to Health and Safety Staff representatives;
- Ensure the workshop is compliant with OHS regulations;
- Conduct site safety inductions for all contractors to the school;
- Ensure Safe Work Method Statements are prepared and received from contractors prior to work;
- Store and update Material Safety Data Sheets as required;
- Ensure machinery is maintained and used in a safe manner;
- Carry out other duties as appropriate and as directed by the Facilities Manager, Business Manager or Principal.

## **SELECTION CRITERIA**

The successful applicant will:

## **COLLEGE CULTURE**

- Support the Catholic ethos of the College;
- Be prepared to fully support the College's commitment to diversity;
- Be willing to adhere to school policies and procedures;
- Have a commitment to working as part of the Facilities Team.

## **PROFESSIONAL EXPERIENCE**

- Experience in a similar role in a school or other environment;
- Knowledge and experience in OHS practices and procedures;
- Comprehensive experience with power and garden tools;
- Current Victorian Driver's License essential;
- Working with Children Check;
- Current Police Check
- Strong teamwork skills;
- High level of organisational, communication and time management skills;
- Effectively fulfil the various duties and responsibilities pertaining to the position.

## **GENERAL**

## **CHILD SAFETY**

- Be familiar with and comply with Nazareth College's Child Safety Policy and Code of Conduct, together with any other policies or procedures in relation to child safety;
- Assist in the provision of a child safe environment for students;

## **QUALIFICATIONS**

- Relevant trade qualification or experience.



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To be considered for a position at Nazareth College, applications must include:

- cover letter.
- Nazareth Application Form.
- Resume together with academic transcripts and details of 3 Referees.

Applications should be addressed to:

Mr Sam Cosentino

Principal

Nazareth College

via: [principal@nazareth.vic.edu.au](mailto:principal@nazareth.vic.edu.au)

For further information regarding this position, please visit our website at [www.nazareth.vic.edu.au](http://www.nazareth.vic.edu.au) or contact the College on 03 9795 8100.

Closing Date for Applications: **4.00pm Friday 30 October 2020** (late applications will not be considered)