

# MacKillop College

## Grounds and Maintenance Worker



### Position Description

Classification (CEMEA 2022)	School Services Officer, Category A, Level 4
Position reports to	Property Manager

### About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as lifelong learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness the presence of God amongst us by celebrating our Catholic heritage as a faith community.

### Overview of the Role

The Maintenance Worker/Grounds Keeper is responsible for the upkeep, maintenance, and improvement of College outdoor spaces. The role ensures that the physical College environment is safe, functional, clean, and aesthetically pleasing for students, staff, and visitors.

The incumbent will perform a wide range of duties, including reactive and planned grounds care, health and safety checks, and site security. This position requires a proactive, reliable, and hands-on individual with a strong work ethic and attention to detail.

To succeed in this role, you should be physically fit, have a commitment to working safely and have a friendly and professional attitude suitable for working in a small team and around students. As a member of the Property team this role will also offer practical assistance and support for a variety of college wide events.

#### Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its mission
- demonstrate an understanding of the Church's teachings and the Catholic educators role in the mission of the Church
- demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ willingness to integrate the Church's teachings into all aspects of curriculum

#### Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies that promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



## Accountabilities

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### Maintenance & College Support

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- support or undertake reactive and planned maintenance across the school grounds
  - inspect equipment and carry out safety checks, logging issues or escalating as necessary
  - complete decoration projects and internal improvements as directed
  - maintain tools, stock, and equipment in an organised and safe condition
  - monitor building for signs of damp, damage, pest activity, or other concerns
  - assist with setting up halls, classrooms, and outdoor spaces for assemblies, exams, meetings, or special events.
  - relocate furniture and equipment safely around the College grounds as required
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### Grounds

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- mow lawns, trim hedges, prune trees/shrubs, remove weeds, rake leaves and mulching
  - maintain flower beds and planters including seasonal planting/sodding, landscaping and fertilising
  - maintain irrigation systems as required
  - maintain cleanliness and presentation of playgrounds, paths, car parks, and sports fields
  - ensure drains and gutters are clear of debris and functioning properly
  - remove litter and graffiti from school grounds promptly
  - empty rubbish bins and recycling bins as required
  - prepare sports pitches and outdoor spaces for school events, including line marking and surface checks.
  - operate and maintain garden tools, mowers, and other groundskeeping equipment safely and securely.
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### Site security and Supervision

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- open and close the College site for school hours and/ or scheduled events
  - ensure all doors, windows, and gates are secure when the site is unoccupied
  - monitor site boundaries and report any suspicious activity or unauthorised access
  - ensure all visitors follow site rules and safeguarding protocols
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### Professional Development

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- maintain contemporary knowledge of the safe use of chemicals associated with grounds keeping including herbicides and pesticides
  - maintain current skills and qualifications in operating minor plant associated with or required for the role
  - commit to and actively participate in professional development opportunities
  - participate in appraisal/feedback processes to receive constructive feedback
  - maintain all required ICT skills for the role
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## General Expectations

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- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'
- comply with the MACS Code of Conduct
- act as a role model for students and staff
- actively contribute to the achievement of the School Improvement Plan
- stay informed by reading the Principal Memo, all College emails/direct messages and other correspondence on at least a weekly basis, responding appropriately
- abide by all College policies and procedures
- work collaboratively and build effective working relationships
- ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
- model a professional approach for all staff and students, including conduct, language and professional dress
- attend all relevant school meetings, functions, events, liturgies, open days, staff faith proceedings and professional development as required by the Principal
- observe the strictest confidentiality for all sensitive and private information
- participate in supervision duties as required
- actively contribute to the care of all College facilities, grounds, equipment, and resources

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## Work Health and Safety

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- take reasonable care of your own health and safety
- take reasonable care for the health and safety of others who may be affected by your acts or omissions
- cooperate with any actions MacKillop College implements to comply with Safety requirements
- comply with all Safe Working Procedures
- use appropriate Personal Protective Equipment (PPE) as required
- periodically update MacKillop College about any medical condition that:
  - is life threatening or may require Emergency Services to be called
  - could impact on your ability to perform your duties
- complete safety training courses as required and participate in compliance briefings or inductions as required
- do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses, etc.)
- work cooperatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
- contribute to a healthy and safe work environment, and comply with all safe work policies and procedures
- **this role involves physical work including lifting, bending, climbing ladders, operating tools, and working outdoors in varying conditions**

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## Other Duties

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It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

## Required Capabilities

Credentials	<ul style="list-style-type: none"> <li>current <b>manual Driver's Licence</b> and <b>LR, MR, or higher</b> (as required for bus driving duties).</li> <li>current valid <b>Working with Children Check (WWCC)</b>.</li> <li>current valid police check</li> </ul>
Duty of Care	<ul style="list-style-type: none"> <li>must maintain currency qualifications in: <ul style="list-style-type: none"> <li>First Aid and CPR</li> <li>Mandatory reporting</li> <li>Anaphylaxis management</li> <li>Asthma management</li> </ul> </li> </ul>
Technical Expertise	<ul style="list-style-type: none"> <li>strong practical skills in general property maintenance</li> <li>sound understanding of grounds maintenance, including horticultural practices, irrigation, pest control, and lawn/sports field care</li> <li>ability to operate, maintain and store a range of tools and machinery safely (e.g. ride-on mowers, line trimmers, blowers, pressure washers).</li> <li>competent in pre-start vehicle checks, safe driving practices, and passenger supervision for student transport</li> <li>understanding of vehicle safety standards and ability to manage compliance with servicing, logbooks, and fuel usage</li> </ul>
Communication	<ul style="list-style-type: none"> <li>good communication skills including the ability to adjust communication for the appropriate audience</li> <li>strong attention to detail</li> <li>capable of giving and receiving instructions, including reporting faults or safety concerns clearly</li> <li>demonstrates active listening when responding to maintenance or transport requests</li> </ul>
Organisation	<ul style="list-style-type: none"> <li>ability to manage tasks with supervision</li> <li>ability to multi-task, work efficiently and effectively with flexibility</li> <li>exhibited self-motivation</li> <li>excellent problem-solving skills</li> <li>ability to work to strict deadlines</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>ability to work/collaborate as part of a team</li> <li>flexible and willing to help and support others</li> <li>ability to develop and maintain excellent working relationships</li> </ul>
Catholic Identity	<ul style="list-style-type: none"> <li>a demonstrated commitment to working in a Catholic Education environment</li> <li>demonstrated pastoral approach towards student and staff relationships</li> </ul>

## Qualifications, Education and Experience

Essential
<ul style="list-style-type: none"> <li>practical knowledge of minor repairs (non-licensed work)</li> <li>experience using tools, equipment, and machinery relevant to facilities and groundskeeping duties (e.g. lawn mowers, hedge trimmers, pressure washers).</li> <li>knowledge of safe manual handling practices, chemical handling (SDS), and PPE use</li> <li>experience in identifying and managing site hazards and risks</li> <li>a demonstrated ability to problem solve and prioritise tasks</li> </ul>
Desirable
<ul style="list-style-type: none"> <li>trade qualification or formal training in a relevant field (e.g. horticulture)</li> <li>experience working in a school, educational facility, or other child-focused organisation.</li> </ul>

## Declaration

I accept the above duties for the position at MacKillop College.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_