



**XAVIER**  
COLLEGE

## Position Information Document Property Services – Grounds and Maintenance

<b>Location:</b>	Xavier College Gawler, Two Wells, Evanston
<b>Employment Status:</b>	Permanent, Full-time
<b>Classification Level:</b>	As per CESA Enterprise Agreement 2020 Education Support Officer, Grade 2, Services Stream
<b>Normal hours of work:</b>	8:00am – 4:00pm Monday – Friday (1/2 lunch break)
<b>Stipulated number of ordinary hours:</b>	37.5 hours per week, 48 weeks per year

### Reporting Relationship

Responsible to the Facilities Operations Manager for day-to-day operations and is ultimately responsible to the Principal of the College.

### Broad Purpose

The Grounds Person will actively support and contribute to the Catholic Identity and Salesian ethos, mission, and vision of Xavier College and will adhere to the guiding principles of the Living, Learning Leading Framework which outlines CESA key capabilities, skills, knowledge and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

RUAH is the Hebrew word for Breath of God – this will translate as Respect; Understanding: Affection and Humour. These are guiding principles that are intrinsic to our treatment of self and each other. They complement the Salesian Charter of:

- A Home that welcomes
- A Parish that evangelises
- A School that prepares for life
- A Playground where friends meet and enjoy themselves

The Property Services – Grounds and Maintenance person will have a range of well-developed skills, knowledge and capacity for the application of appropriate techniques required to perform tasks in relation to grounds maintenance and upkeep of the College's facilities, property and equipment. This position receives general supervision from senior members of the Property Services team as delegated by the Facilities Operations Manager.

### Key Responsibilities

- Perform gardening duties such as trimming trees/shrubs, cutting lawns and edges, weeding and watering of gardens and plants
- Maintain gardens, sports grounds which includes the use of accredited trade skills in areas such as horticulture, gardening or maintenance of sports grounds
- Undertake the application of fertilizers, herbicides etc
- Operate and maintain ride on machinery used for grounds maintenance
- Perform maintenance on gardening tools and equipment
- Assist trades personnel with manual duties
- Perform maintenance of property plant, furniture and equipment
- Undertake repairs and maintenance to buildings and property

- As part of a team, general responsibility of upkeep, tidiness and appearance of the school's property
- Other duties in relation to property maintenance as directed by the Property Manager

## **Person Specification**

### **Essential Requirements**

- Ability to demonstrate practical support for the Catholic Ethos of the College
- Demonstrated maintenance and grounds experience
- Recognised trade qualifications
- Ability to work independently and within a team
- Good interpersonal, supervision and organisational skills
- Ability to quickly comprehend instructions and respond appropriately

### **Specific Requirements**

- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- A current SA drivers licence
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy

### **Desirable Characteristics**

- Previous ground and maintenance experience in a school environment

## **Workplace Health & Safety**

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

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 and 28 WHS Act 2012.

Reference: Division 4, Section 28 WHS Act 2012

## **Performance Review**

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.