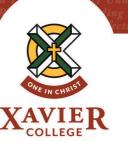
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Position Information Document

Tradesperson



Location:	Xavier College Gawler Belt, Two Wells, Evanston
Employment Status:	Permanent, Full-time
Classification Level:	As per CESA Enterprise Agreement 2020,
	Education Support Officer, Grade 3, Services
Normal hours of work:	8:00am – 4:00pm (1/2-hour lunch break)
Stipulated number of ordinary hours:	37.5 hours per week, 48 weeks per year

Reporting Relationship

Responsible to the Facilities Operations Manager for day-to-day operations, the College Executive Officer for overall operations, and is ultimately responsible to the Principal (or delegate)

Broad Purpose

The Tradesperson 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 Tradesperson will have developed skills and knowledge with the expectation to undertake significant initiatives and responsibilities. The Tradesperson will apply appropriate trade techniques and experience to perform tasks in relation to the development and maintenance of the College's facilities, property and equipment.

Key Responsibilities

- Analyse, plan and implement solutions for college grounds and maintenance
- Exercise high precision trade skills using various materials and/or specialised techniques
- Ability to undertake general property repairs and maintenance work using hand power tools and equipment (e.g. Door hanging/repair, cabinetry construction/repair, change door locks)
- Apply trade skills in construction, maintenance and repair tasks using precision hand and power tools and College equipment
- Work within College resources
- Perform ad hoc repairs and maintenance to facilities and surrounding areas, as directed
- Maintenance and general repairs of property, plant, and equipment
- Repair and maintain grounds areas
- Other duties in relation to grounds and maintenance as directed by the Principal (or delegate)

Landscape Maintenance

• Maintenance of the College's grounds, including turf, gardens, irrigation systems and horticulture areas

• General responsibility of upkeep, tidiness and appearance of grounds and property

Work Health and Safety

- Understand and apply all relevant WHS policies and procedures of the College
- Ensure compliance with WHS policies, procedures, practices, and priorities as it relates to ground and maintenance
- Be vigilant and raise any WHS matters of concern to the Facilities Operations Manager and WHS Risk and Compliance Coordinator
- Undertake any additional WHS-related training or activities, as required

Person Specification

Essential Minimum Requirements

- Ability to demonstrate practical support for the Catholic Ethos of the College
- Demonstrated building or trade industry experience including the ability to operate power tools to undertake general trade construction, maintenance, and repair duties
- Ability to work independently and within a team
- Excellent interpersonal, supervision and organisational skills
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace including wearing appropriate personal protective clothing to fulfil role requirement
- Ability to competently comprehend instructions and respond appropriately

Specific Requirements

- Possess recognised trade qualification/s in carpentry
- Current and acceptable Working with Children Clearance
- 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 South Australian 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

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.