**Position Information Document**

**Education Support Officer (ESO) – Maintenance and Grounds Manager**

|  |  |
| --- | --- |
| **NAME:** |  |
| **POSITION TITLE:** | ESO – Maintenance and Grounds Manager |
| **STREAM:** | Services |
| **GRADE:** | Grade 4 Year 1 |
| **EMPLOYMENT:** | Permanent |
| **HOURS PER WEEK:** | 37.5 hours per week 7:00am – 3:00pm Monday to Friday with 30 minutes lunch break each day. Some flexibility with hours will be required for special events, some overtime may be occasionally required (pre-approved with the Business Manager) |
| **DATES:** | ASAP |
| **WEEKS PER YEAR:**  | 48 weeks  |
| **FRACTION OF TIME:** | 1.0 FTE |

***Employment conditions in accordance with The Catholic Schools Enterprise Agreement 2020 and the Teachers (Non-Government Schools) Award.***

# BROAD PURPOSE

The Maintenance and Grounds Manager will maintain College property, buildings, equipment, grounds, gardens, and associated Sports Fields to a high standard of appearance and safety. They will ensure to meet the expectations of management and in keeping with the amenity of the environment and the image of the school, while working collaboratively with the broader grounds and maintenance team. The presentation of the school grounds and buildings is an important part of the College’s marketing strategy.

The Maintenance and Grounds Manager is required to support and contribute to the Catholic Identity, Mission and Vision of Our Lady of the Sacred Heart College. They are to be cognisant of the guiding principles of the CESA (Catholic Education SA) Live, Learn, and Lead (LLL) Framework which outlines key capabilities, knowledge, and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives. All ESO staff are encouraged to participate fully in the life of the College and to support activities, events, and functions.

# REPORTING RELATIONSHIP

*( staff for whom the employee is responsible and other connections and working relationships in and outside the school)*

* Business Manager for overall operations, and ultimately responsible to the Principal

**Working Relationships**

|  |  |
| --- | --- |
| * OLSH College Leadership Team
 | * Contractors
 |
| * WHS Coordinator
 | * College Staff and Students
 |
| * Gardens and Grounds team members
 |  |

# KEY RESPONSIBILITIES

The Maintenance and Grounds Manager undertakes a broad range of maintenance, grounds, and garden duties in support of the smooth operation of the College. Whilst the role requires the incumbent to be capable and willing to step into a broad range of possible duties as the need arises, the Maintenance and Grounds Manager will seek to delegate duties most aligned with an individual’s skill set.

**Maintenance and Operations**

* Undertake proactive and reactive maintenance task of buildings (internally and externally), general facilities, fixtures and fittings, fencing, gates, paths, roadways, furniture and other structures as required, ensuring a clean, safe, secure and functional environment for staff and students of the College
* Conduct repairs, maintenance and safety inspections of College property
* Monitor the security needs of buildings and equipment, responding to out of hours security (if required as a backup) and emergency alarms
* Organise and liaise with contractors such as electrical, plumbing, waste removal, cleaning, pest control etc, obtaining quotes, co-ordinating and monitoring work undertaken
* Co-ordinate testing and tagging of all electrical equipment as per WHS requirements
* Responsible for the ongoing co-ordination and completion of infrastructure requests that will be submitted via the maintenance tracker software program
* Ensure all work tools are maintained in accordance with manufacturer’s instructions and operate efficiently and safely at all times

**Gardens and Grounds**

* Oversee maintenance of gardens, lawns, landscaping & irrigation systems and provide support as required
* Supervision of Grounds & Maintenance staff including assignment of tasks
* Responsible for the hygienic emptying of designated campus bins and cleaning of all bins including Yellow Lidded Recycling bins
* Analyse, diagnose, design and implement solutions for grounds maintenance across the College

**Facilities Management**

* Work collaboratively with the Business Manager in matters including purchasing requirements, planning new works, deadlines, contractor requirements and the like
* Oversee Assets and Property Management, including implementing an ongoing and scheduled maintenance program for property, plant and machinery as per the maintenance schedule, updating the register as work is completed
* Contribute to the development of a capital works program with a focus on scheduling minor refurbishments and maintenance projects
* Ensure property risk assessments are completed, and mitigation and corrective actions are implemented
* Ensure any vehicles are maintained to the standards established by Transport SA
* Responsible for the daily unlocking of the College premises at 7:00am each working day
* Negotiate and manage ongoing servicing and leasing contracts in collaboration with the Business Manager and assist with providing WHS induction ensuring compliance with relevant screening, WHS requirements and contractor agreements

**General Duties**

* Maintain documentation as required for administrative and WHS purposes as applicable
* Undertake work practices in accordance with WHS standards and policies, attend WHS Committee meetings and contribute to the development and implementation of WHS programs and systems
* Responsible for ensuring compliance with any government requirements regarding maintenance and servicing
* Being the Chief Fire Warden when the College experiences a fire, as well as a key co-ordinator when other safety incidents occur around the College
* Liaise with staff and community in relation to planned school activities including assemblies, masses and community events (on and offsite), and provide appropriate support where required for setup and clean up
* Work within College resources

**Other**

* Participate in professional development, staff meetings, and other meetings as required
* Occasionally non-teaching staff may be required to attend professional development sessions conducted at the College or elsewhere, within or outside of the employee’s normal working hours
* Flexibility in attitude towards work schedules and requirements including being available to work extra or changed hours when requested and as agreed
* Unless for special circumstances, annual leave is generally not available during school term breaks and one week before school starts each year. There is a compulsory time of annual leave in the Christmas-New Year period
* Perform any other duties as required from time to time by the Principal or delegate

# PROFESSIONAL RESPONSIBILITIES

* Have a commitment to uphold and contribute to the ethos of Catholic schools
* A commitment to uphold and contribute to the charism of Our Lady of the Sacred Heart College
* Always promote and speak well of Our Lady of the Sacred Heart College and its staff addressing any personal concerns with the Principal as required
* Understand the employer’s requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College’s policies, guidelines, and procedures
* Perform responsibilities in a manner which reflects and responds to continuous improvement
* Demonstrate high professional standards and present an appropriate image in line with the College’s Staff Dress Code

# PROFESSIONAL SPECIFICATIONS

**Essential**

* Hold or be willing to obtain, role appropriate qualifications such as manual handling, working at heights, equipment operation etc.
* Be flexible, adaptable, resourceful, reliable, and innovative in all aspects of the work
* Develop, harness, and maintain excellent working relationships with all stakeholders internal and external in the College Community
* Encourage positive team commitment and contributions through own commitment, enthusiasm, and energy
* Work effectively within a team environment to ensure all critical functions of the College are undertaken
* Demonstrate capacity to plan and execute own work, under limited supervision, to meet required deadlines and to see projects through to completion
* Demonstrate the capacity to effectively manage multiple, competing demands by prioritising tasks
* Exercise reasonable discretion in decision making taking accountability for work outcomes and service levels within scope of the position
* Display sound verbal and written communication skills
* Demonstrate a commitment to continuous learning and service of the highest standard
* Relevant experience and skills working in a team environment within a maintenance and grounds environment. A relevant Trade Certificate would be highly regarded.
* Knowledge in managing resources needed to maintain grounds, buildings, equipment, gardens and recreation areas.
* Good functional knowledge of a range of grounds machinery and equipment appropriate for maintaining grounds, buildings, recreations and sporting areas.
* A thorough knowledge of all aspects of grounds and lawn maintenance.
* Lead and demonstrate best practice WHS at all times
* Display a standard of dress that promotes safety and suits the practical demands of the workplace, in particular, appropriate personal protective clothing to fulfil role requirements
* A preparedness to be flexible in working hours including some after hours and non business day work

**Desirable**

* Previous experience in a school setting
* A light truck licence is desirable
* Working at heights certificate

# CHILD PROTECTION AWARENESS

Our Lady of the Sacred Heart College assures the right of every member to a safe environment and the responsibility of every person to promote safe practices. Our Lady of the Sacred Heart College is committed to Child Protection and protective practices. This includes responsibility of the College’s employees for Child Protection.

*Child-Safe Environments Responding to Risks of Harm, Abuse and Neglect: Education and Care* (RRHAN-EC) training is now a compulsory certificate for all staff working in a school environment and all staff need to attend 3 yearly updates.

# WORK HEALTH SAFETY & WELFARE

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.

# SPECIFIC REQUIREMENTS

Acquire and maintain;

* Relevant experience working in an secondary school and/or team environment within a grounds, maintenance or gardening environment. A relevant Trade Certificate would be highly regarded.
* 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
* Current, valid, full SA Driver’s Licence
* Current First Aid for Schools and Centres
* Approved ‘Responding to Risks of Harm, Abuse & Neglect’ (RRHAN-EC) training
* Current Working with Children Check (WWCC) to work in Catholic Education SA
* Learning Manager modules, as issued by Catholic Education SA
* Annual sign off is required for:
	+ CESA Code of Conduct
	+ CESA Privacy Statement
	+ CESA ICT Acceptable Use Guidelines
	+ Protective Practices for Staff in their interactions with children and young people

# OTHER RELEVANT INFORMATION

The Position Information Document is a *guide only* and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Information Document is subject to review and modifications by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

# PERFORMANCE REVIEW

* The employee must undertake performance review on an annual basis
* On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate and conforms with the classification levels set out in the SA Catholic Schools Enterprise Agreement.

**EMPLOYEE ACCEPTANCE STATEMENT**

I accept the above appointment as ESO – Maintenance & Grounds Manager and confirm that I am fit and able to perform the requirements of the position.

|  |  |  |  |
| --- | --- | --- | --- |
| SIGNED (Principal or Delegate) |  | Date: | \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| SIGNED: (Employee) |  | Date: | \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ |

|  |  |
| --- | --- |
| ROLE OF REVIEW DATE: | \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ |
| PERFORMANCE REVIEW DATE: | \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ |