

ST LAWRENCE'S SCHOOL BLUFF POINT

Love and Serve the Lord



Head of Maintenance & Grounds

Duty Statement

The Role

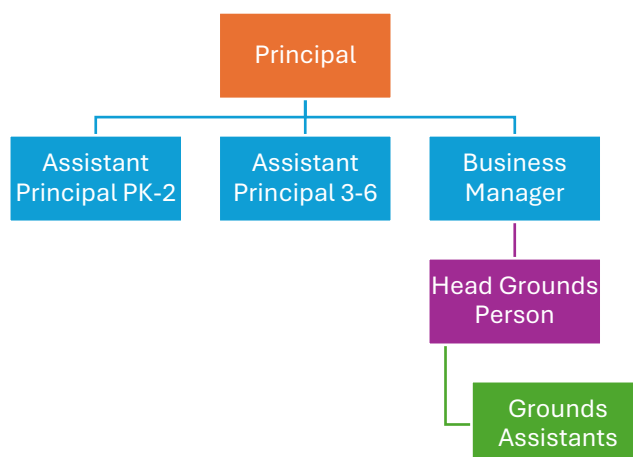
The ability to develop and maintain positive relationships with students, colleagues and families is paramount and vital in building a positive and professional learning community. Staff are required to always comply with the school Code of Conduct.

As a Maintenance and Grounds Person, you will play a critical role in ensuring that the school's facilities are clean, safe, and well-maintained. You will be responsible for performing a variety of tasks to keep the school's buildings, grounds, and equipment in excellent condition. As a member of our maintenance team, you will need to have a strong work ethic and be able to work independently and as part of a team. You must be able to prioritise tasks and manage your time effectively to ensure that all maintenance and grounds duties are completed in a timely and efficient manner.

This position forms part of the school support staff, grounds team. The person appointed is responsible directly to the Business Manager, who reports to the Principal.

As a member of staff, the Head of Maintenance & Grounds will support the Principal and staff in the promotion and upholding of Catholic values and the shared vision of St Lawrence's. They will involve themselves as a member of the whole staff in enhancing the welfare and development of students in the school community. This includes the promotion and maintenance of a positive public profile for the school and demands the highest level of professionalism, confidentiality, and the capacity to work collaboratively and with independent initiative.

Organisation Structure & Role Reporting Responsibilities



Accountability: Business Manager

Reporting: Principal, through the Business Manager

Line Management: Business Manager

Areas of Responsibility

Grounds

- Preparation, marking and general care of all outdoor sporting facilities
- Undertake and co-ordinate the general gardening including mowing lawns, weeding, pruning trees and bushes, and spraying including regular mowing and the use of appropriate insecticides and fertilisers where necessary (refer to WHS guidelines and procedures).
- Preparation and maintenance of school ovals by way of regular mowing, watering and soil maintenance
- Grounds improvement and enhancement activities.
- Correct storage and use of chemicals and maintenance of ChemAlert.
- Other grounds care duties, consistent with the duties and responsibilities of the position as directed by the Business Manager or Principal.

Maintenance

- Maintain all equipment and machinery in good working order, performing routine checks and maintenance as needed and ensuring all equipment is used and stored correctly.
- Carry out/coordinate any maintenance required to school buildings in liaison with the Business Manager and/or Principal.
- Order equipment, repairs, and stock items.
- Make timely repairs to all faults occurring to the school buildings, furniture, and equipment.

- Maintain the outside paving and walkways in a safe, neat, and tidy manner.
- Maintain maintenance register
- Maintain tool register
- Monitor school facilities and bring to appropriate attention any repairs required/safety hazards.
- Complete weekly maintenance checks.
- Maintain a clean and safe work environment.
- Adhere to all Work Health and Safety (WHS) regulations and guidelines.
- Assist with the movement of furniture as required.
- Other duties as required by the Principal or Business Manager.

Event Management

- Carry out and co-ordinate setting up and pack up of venues for school events which may include but is not limited to movement of furniture, lighting requirements and lock up/security procedures.
- Events may include after hours occasions such as:
 - Year 6 Graduation.
 - P&F Events such as Carols on the Green, school discos.
 - Sacramental Masses.
 - Other events as specified by the Business Manager or Principal.

Cleaning

- Co-ordination of the removal and/or disposal of rubbish as required.
- Address and coordinate toilet cleaning issues throughout the school day

Essential Skills

- Knowledge of gardening and ground keeping.
- Knowledge of building maintenance and repairs.
- Ability to plan, install and maintain the College reticulation system.
- Ability to carry out all aspects of maintaining the grounds and gardens.
- Ability to work in a team environment and be supportive of team member's needs.
- High level interpersonal skills with emphasis on customer focus.
- Ability to prioritise and to have a high level of time management and organisational skills.
- A sound knowledge of best practice in maintenance.
- Ability to work with minimal supervision and exercise discretion.
- Sound IT skills.
- An understanding of Work Health and Safety (WHS) issues and familiarity with WorkSafe and WHS practices and codes.
- Current 'C' class Western Australian Driver's License.
- Experience with fire safety and evacuation procedures.
- Ability to work positively in a student focused environment.

Tenure and Conditions

- Total 48 weeks per year with four weeks of annual leave. Two of these annual leave weeks to be taken over the Christmas holiday period.
- To work 38 hours per week, Monday to Friday.