



GROUNDKEEPER

POSITION DESCRIPTION

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community

The Groundskeeper will work as a member of the Maintenance Team in ensuring a safe, clean and effective work environment for the College community. The Groundskeeper will actively contribute to the maintenance and grounds keeping of the College. The Groundskeeper reports to the Facilities and Property Manager, in their absence, the Director of Business Operations. As a member of the Maintenance Team, the Groundskeeper will work with the Director of College Organisation, members of the Leadership Team and other relevant staff in the preparation of and setting up for public functions and College events such as College assemblies and masses, parent information events, sports carnivals and Open Days.

The Maintenance Officer will provide students with a child-safe environment and be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.

KEY RESPONSIBILITIES

Gardens

- Keep the gardens and grounds in a neat and healthy state.
- Maintain hedging, tree safety audits and fertilising grounds.
- Manage the irrigation systems.
- Create a sustainable garden environment, including maintaining a balanced ecological flora and fauna habitat for local species.
- Attend to general garden duties including leaf blowing, mowing lawns, mulching and weed control to keep the gardens presentable

Services and Utilities

- Collect materials from suppliers and/or archive storage.
- Complete basic repairs and maintenance.
- Perform preventative maintenance.
- Diagnose service and utility issues, and report and correct as appropriate.

Buildings and Grounds

- Undertake repairs and maintenance work to buildings and grounds as directed.
- Set up and facilitate College functions and activities.
- Work with the Maintenance Team to ensure that waste disposal and recycling are attended to regularly.
- Carry out works to ensure the buildings are safe, secure, and clean.
- Alert the Facilities and Property Manager of any issues or areas requiring attention.
- Organise the distribution of all deliveries to key personnel and locations throughout the College, including restocking of inventories and sundries as required.
- Ensure all classrooms and teaching areas are clean and in good order at the start of each term and are maintained throughout the term.
- Maintain the safety of College grounds and buildings in accordance with the OH&S legislation.

QUALIFICATIONS, EXPERIENCE & SKILLS

Qualifications

- Victorian Certificate of Education or equivalent.
- Certificate III in Horticulture, Greenkeeping or related fields.

Experience

- Minimum of four years experience in gardening.
- Experience with the installation and maintenance of irrigation systems.
- Experience in creating a sustainable garden environment.
- Experience performing routine maintenance tasks.
- Experience with the use of hand and power tools.

Skills

- Excellent organisational and time management skills with the ability to prioritise.
- Ability to maintain focus while working individually.
- Strong interpersonal skills and the ability to remain calm and patient.
- Ability to work as part of a dedicated team.

VARIATION TO ROLE

The Principal, or delegate, may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Facilities and Property Manager
Internal Liaisons	Director of Business Operations, Maintenance Team, Leadership Team, Staff
External Liaisons	Tradespeople, contractors
Conditions	Education Support Officer - Category A, Level 3 Full Time Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022
Appointment Time	Ongoing