 **Role Description: Assistant Groundsman/Handyman**

*Therefore encourage one another and build each other up, just as in fact you are doing.*

 *(1 Thessalonians 5:11)*

**Mission:** With Catholic faith as our compass, celebrated in the Eucharistic

 community of Sancta Maria College we will nurture confident,

 compassionate and connected life-long learners. We will be inspired

 to make a positive difference to a future global community and to the

 wider Catholic Church to which we belong.

**Responsible to:**  The Principal and Board of Trustees

 Business Manager

**Reports to:** Property Manager

**Functional Relationship with:** Property Team

Staff

**Responsible for:**

* Rubbish management
* Assisting Caretaker/Groundsman with maintenance of School Grounds

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| **KEY TASKS** | **EXPECTED OUTCOMES** | **Control Information**  |
| 1. Rubbish Management
 | All rubbish station bins (food, landfill and recycling) are emptied daily, school environment is kept clean and tidy of all rubbish with regularly sweeping and blowing of courtyard and surrounding areas, all bins are cleaned and sanitized regularly to meet any health and safety requirements, all recycling items are placed out for collection. Supporting the ongoing waste reduction initiatives and programmes of the enviro team | * Recycling pick up schedules
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| 1. Ancillary Grounds
 | Assistance to Property team to ensure all gardens, surrounding fence lines and rain gardens are maintained to a high standard of cleanliness and weed free to provide an attractive and pleasing environment.  | * Garden/ground maintenance schedule
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| 1. Property Function Support
 | Attend weekly property meetings with Property Manager, assist property team on identified preventative and corrective maintenance throughout the campus, daily distribution of delivered resources to departments, day to day maintenance of vehicle fleet to ensure all vehicles are kept clean, tidy and fuelled. Assist with auditorium requirements and allocation of tasks as directed by Property Manager.  | * Weekly Property Meeting
* Vehicle Maintenance
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| 1. Health and Safety Compliance
 | Safe work practices are always adhered to in accordance with OSH and all relevant legislation and as directed under Sancta Maria College’s Health and Safety policies and procedure, trained to test and tag all electrical equipment to ensure that all electrical resources comply with safety standards.  | * Health and Safety Act
* SMC Health and Safety Policies and Procedures
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| 1. Personal Qualities
 | * Self Motivated
* Ability to work independently and effectively within a team environment
* A positive and friendly attitude
* Good communication skills
* Strong personal organisation and time management skills
* Customer service
* Flexible and responsive
 |  |

***Limitations of Authority***

*Changes to procedures or routines must receive prior approval from the Property Manager and Business Manager. The Property Manager may make changes at any time in consultation with the Business Manager and yourself.*

**Conditions of Employment**

This position is a Part Time (20 hours per week : term time only ) Hours of work are flexible around technology assistant hours. Additional hours in school holidays are required and will be discussed and negotiated with Property Manager prior to breaks . These hours will be paid as additional hours.

Employed under the terms and conditions of the Secondary and Area School Groundstaff Collective Agreement 2019-2022 : Grade 1 : $21.95 per hour

**Role Description: Assistant Groundsman/Handyman**

**Adopted: February 2021**

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 *Louise Moore* Date

 **Principal**