



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION: Grounds/Maintenance Assistant
REPORTS TO: Grounds Manager
LOCATION: Moonee Ponds or Essendon Campus

PURPOSE

The Grounds/Maintenance Assistant provides grounds and maintenance support to ensure our facilities are well maintained and presented.

NATURE AND SCOPE:

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with a student population of over 2,900. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottlieb House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular program of Drama, Dance, Music and Sport.

POSITION CONTEXT

The Grounds/Maintenance Assistant reports directly to the Grounds Manager however on a day-to-day basis will be working closely with and reporting to requests from the Head of Junior School (boys or girls) and their staff. This position is based at the Junior School, Essendon or Moonee Ponds campus, and there may be a need to work at other campuses on occasion.

The incumbent is part of a team that includes gardeners, turf curators, carpenters and grounds and maintenance staff who are located across all campuses. Duties may be varied on a daily basis dependent upon needs.

JOB GUIDELINES:

Key duties include:

- Maintaining a high quality of presentation of the gardens, lawn areas and building infrastructure.
- General labouring tasks, including moving furniture, stationery, food deliveries and equipment around the campus
- Unlocking various areas of the campus as required in mornings and securing the campus at the end of the day during school holidays or as required
- Gardening tasks including planting, mowing, watering, removing cuttings, raking leaves etc
- Applying fertilizers, fungicides, herbicides and insecticides as required.
- Preparation and planting ensuring plants are suitable and safe for the school community
- Assisting trades personnel with manual duties as required
- Routine maintenance of turf, synthetic, and other play surfaces as required
- Cleaning/emptying bins, cleaning gutters/drains/culverts
- Putting bins out for collection as required and assisting with waste management and safety hazards including liaising with waste collection services for public and school holidays.
- Accessing roofs using appropriate safety equipment to clean gutters and remove balls etc.
- Responding to and actioning work maintenance requests and assisting the Grounds Manager and other school staff, including checking and verifying faults as requested; changing light bulbs; pick ups and deliveries
- Regular checking of play equipment and grounds for hazards including maintaining records of inspections and reporting concerns to the Facilities Manager
- Painting and graffiti removal, as required
- Responding to urgent cleaning requests, including unblocking of toilets
- Working in a cooperative manner as a member of the Facilities section. This includes assisting with the setup and dismantling of school events (e.g. School assemblies, Speech Night, Football Lunch, Craft Market, Sports Days, student examinations), which includes equipment and furniture relocation, as required.
- Assisting the Grounds Manager with logistics for events.

- Under supervision, checking compliance of fire and emergency equipment including maintaining records of inspections and reporting any concerns to the Facilities Manager.
- Providing support to Grounds/Maintenance staff at other campuses, as required.
- Working in a safe manner that complies with school policies, OHS requirements and legislated standards.

SELECTION CRITERIA:

You will be able to demonstrate the following knowledge and skills:

- Relevant experience in grounds and maintenance duties.
- Knowledge and expertise in OHS practices and procedures
- The ability to communicate effectively and respectfully
- Basic ICT skills, including the ability to communicate effectively via e-mail and text message and use a laptop/iPad.
- The ability to work as part of a team and develop good working relationships.
- A strong customer service focus, with the ability to work to deadlines in a busy environment.
- A strong work ethic and willingness to perform varied duties as required of the team.
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
- A satisfactory Working With Children Check and Criminal Record Check are requirements of this position.

CONDITIONS

- Hours of Work: Monday to Friday, 6.30am to 3pm (with a 30-minute unpaid lunch break)
- Reasonable additional hours as required, which may include regular weekend work
- 4 weeks annual leave per annum
- 13 RDO's per year

CONCLUDING REMARKS

This role may vary over time and aspects of the job description may alter as a result of changing circumstances. This job description is open to review by negotiation, by either party.