



Position Details

Position	Sportsfield Groundsperson
Award	Educational Services (Schools) General Staff Award 2020
Agreement	Trinity Grammar School, Kew – Enterprise Agreement 2023
Award Classification	School Operational Services
Term Time only	No
Position reports to	Head Curator Head of Finance and Bulleen Campus

Position Summary

The purpose of the position of Sportsfield Groundsperson is to assist in the operations of the grounds of Trinity Grammar School's Marles Playing Fields, in Bulleen primarily, and at times, at the Kew, Licola, Nillahcootie and Eppalock sites to ensure that they are maintained in the manner agreed with the Head Curator and the Head of Bulleen Campus and that they are in readiness for the variety of internal and outside activities in which the students of the School engage.

The Sportsfield Groundsperson will assist the Head Curator and Head of Bulleen Campus in the general administration and management of grounds related activities undertaken by the School and external user groups, working in a cooperative manner with the teaching, maintenance, and educational support staff to ensure that all the services provided are delivered in the most efficient and effective manner to ensure that the overall ground and turf objectives are met.

Educational Support Staff Commitment

All members of the Educational Support Staff (ESS) team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the school's systems and programs. ESS must be willing to assist and support other members within the team in accordance with the School's expectations of collegiality and teamwork. The Director of Business or their delegate may assign reasonable duties in addition to the duties and responsibilities in this position description.

All ESS staff are employed in accordance with and under the Educational Services (Schools) General Staff Award 2020 and the Trinity Grammar School Kew Enterprise Agreement 2023 or the Award and Agreement that supersedes them.

Responsibilities and Duties

- To assist with the improvement and upkeep of sport grounds and turf wicket facilities, open spaces, paving, street furniture, trees, and gardens
- Conducting renovations on both sports turf and passive turf areas
- Assist with the marking of grounds for various sports
- Assist in the application and spreading of turf fertilizers in a safe manner
- Operate and maintain a wide range of turf machinery
- Assist with the irrigation of all playing fields
- Safely assist with spraying a variety of chemicals around the property



Sportsfield Groundsman Position Description

- Undertake any general maintenance as directed by the Head Curator and Head of Bulleen Campus
- Sweeping up and picking up rubbish and litter around the Fields as requested
- When required, assist with Saturday morning pre-match duties including uncovering wickets and final preparation of wickets and grounds
- Support and promote the School's policies and practices for Occupational Health and Safety, Equity and Harassment
- Carry out works in a safe manner in accordance with current relevant legislative requirements, including Work Cover & Occupational Health and Safety
- Undertake continuing professional development in areas relevant to their employment at the school
- Other duties as determined by the Head Curator and Head of Bulleen Campus
- This position is primarily based at the Marles Playing Fields, Bulleen; but tasks may be required to be undertaken at any other Trinity Grammar School location as requested

Knowledge and Skills

- Completed Cert III Turf Management or equivalent, or working towards
- Turf Wicket experience preferred but not mandatory
- Knowledge of the appropriate use and handling of chemicals, herbicides and pesticides including current Agvet Farm Chemicals Users Course
- Current Victorian Driver's Licence
- Ability to use a front-end loader/bobcat
- Experience within a similar environment

Selection Criteria

- Advanced knowledge of Turf Management practices
- Ability to identify, report and propose solutions to a range of pest, weed and diseases
- Good understanding of turf wicket preparation and maintenance
- Use of various hand tools and machinery
- Basic machinery repair and maintenance skills
- Ability to operate a range of equipment to complete routine and non-routine tasks
- The ability to think and work autonomously in a small and wider team environment
- Adaptable and flexible work ethic with a good understanding of the complex and evolving nature of schools
- Excellent organisational, planning and time management skills including the ability to prioritise workloads, work to timelines/tight deadlines, and manage a variety of activities at the same time
- Excellent engagement and interpersonal skills that are demonstrated through effective communication across the School and building and maintaining constructive working relationships



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Personal Qualities

- Ability to build and maintain meaningful relationships with colleagues and the wider school community
- Patient and understand with a caring and compassionate approach
- Genuinely embody the School's values through conduct, performance, and collegiality
- Approachable, emotionally intelligent and a positive mindset
- A reliable and dependable person with professional integrity

Connectedness and Collaboration

- Head of Bulleen Campus
- Head Curator
- Property Manager
- Wider Property team across all sites
- Heads of Sport – Senior & Junior School
- Old Trinity Grammarian Sporting Clubs
- External user groups

Our Values

- Truth – seeking understanding.
- Courage – being our best selves.
- Community – connecting and learning together.
- Service – putting others first.

Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all school policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of school policy may result in disciplinary action.

Child Safety

Trinity Grammar School is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.



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All Staff at Trinity Grammar School are required to:

- Have current VIT registration or a current employee Working with Children Check;
- complete all mandatory reporting training and education about child safety;
- adhere to the School's Child Protection Policies, Staff Code of Conduct and associated policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies.

Occupational Health and Safety

All employees must:

- take reasonable care for their own psychological and physical health and safety;
- take reasonable care not to adversely affect the health and safety of other persons;
- comply with reasonable health and safety instructions, as far as they are reasonably able, and
- cooperate with reasonable health and safety policies or procedures.

Approval

Developed by	Office of People & Culture
Approved by	Principal or delegate
Approval date	June 2025
Next review date	June 2027

This position description summarises the duties and responsibilities associated with the position and classification level. It is not an exhaustive list of duties, and this position description may be reviewed by the Principal or their delegate in response to the School's operational and strategic requirements and the development of skills and knowledge for this position.