



POSITION DESCRIPTION

GROUND AND MAINTENANCE OFFICER

Context

Rosebank College, Five Dock, is a Good Samaritan, Benedictine, Catholic co-educational school committed to innovative pedagogy with strong learning outcomes across the Curriculum for Years 7 to 12.

Rosebank College belongs to the community of ten schools across Australia called Good Samaritan Education (GSE). Established in 2011 by the Sisters of the Good Samaritan, GSE schools offer quality Catholic education in the Good Samaritan Benedictine tradition. Rosebank is guided by the Good Samaritan Philosophy of Education and shaped by its commitment to the values of our spiritual tradition, including stewardship, mutuality, prayer, hospitality, humility, discernment, justice and peace. The College is committed to developing students who will engage with today's world as grounded, hope-filled young people who are equipped to lead wisely, to listen deeply and to treat their neighbour and their environment with justice, love and the compassion of Christ.

Rosebank College is incorporated and governed locally by a Board of Directors who are accountable through the Company Members to GSE.

Core Role Purpose & Accountability

The Grounds and Maintenance Officer plays a key role in the efficient and effective operation of the College by providing high level care of the school facilities. Tasks can vary between addressing immediate maintenance and safety concerns, basic works projects and scheduled maintenance tasks and procedures.

The Grounds and Maintenance Officer is accountable to the Dean of Finance through the Facilities Manager.

This role works both autonomously and collaboratively with all internal and external stakeholders. The successful candidate is an effective team player; can manage competing priorities; can exercise initiative to operate with limited direction and is able to represent the College to internal and external stakeholders with a spirit of excellence always representing the Good Samaritan and Benedictine values.

Role Responsibilities

The specific responsibilities of the Grounds and Maintenance Officer include:

Contributing to the Implementation of the College's Vision and Mission and the Building of the College Community in the Tradition of the Good Samaritan by

- Upholding the Benedictine value of service to others in community

- Providing a standard of service which will support the realisation of the College's Vision and Mission and Good Samaritan ethos
- Supporting perspectives which are consistent with the Catholic ethos of the College and the Strategic Plan
- Participating in and supporting College and community events
- Attending College liturgical celebrations as required
- Developing harmonious relationships with staff and students via daily interactions

Providing Professional and High-Quality Support Services to the Facilities Team by

- Undertaking routine care and maintenance of equipment used for grounds maintenance, report any major repair or safety concerns to the Facilities Manager
- Responding to emergency situations during school hours for the purpose of resolving immediate safety concerns.
- performing any daily site inspections to identify damage and safety risks as required
- Reporting to the Facilities Manager safety concerns or work needing attention
- Completing routine and scheduled maintenance of College property
- Performing specific maintenance tasks as directed by the Facilities Manager
- Maintaining College grounds
- Complying with all OH&S regulations related to safe use of chemicals and hazardous materials, and manual handling
- Ensuring that staff, students and visitors to the school are not exposed to any dangerous materials, ensuring any situation considered dangerous or a possible safety concern is reported to the Facilities Manager
- Clearing away rubbish from grounds
- Emptying fixed and movable rubbish bins on a daily basis
- Setting up and packing down chairs, tables, equipment for assemblies and information nights
- Assisting in College specific projects and events (Benedict Day, Sports Carnivals, and any other general events as required)
- Performing any other reasonable duties as requested in relation to the maintenance of the College site as required by the Facilities Manager
- Supporting the general day-to-day operations of the College, including but not limited to the following:
 - Buildings and Grounds:
 - Emptying yard bins
 - Washing bins and surrounds
 - General cleaning blower vac and sweep
 - Scheduled Maintenance set by Facilities Manager
 - Garden Maintenance:
 - Mulching
 - General repairs
 - Cleaning
 - Garden Maintenance:
 - Weed control, pruning
 - Building and Grounds
 - Spouting, downpipe and stormwater pipes
 - Lighting / Blinds / Doors Operation
 - Furniture and Lockers
 - Pick up and drop off equipment as needed

Contributing to the Service and Professionalism of the College Support Staff Team by

- Promoting a welcoming environment to maintain and promote the College to staff, visitors and wider community
- Participating in support staff meetings
- Actively developing relationships with members of the wider school community – staff, students, parents and family members, both past and present
- Being committed to ongoing personal planning and professional development to enhance the level of service presented
- Supporting the College priorities to achieve a positive and nurturing learning community for students and staff
- Creating and maintaining effective and harmonious relationships as well as working collaboratively and inclusively with all College staff
- Actively developing relationships with members of the wider school community

Any other appropriate duties as assigned by the Principal and or the Dean of Finance.

Hours of Work

7.30am-4.00pm

Two day per week to be negotiated with the Facilities Manager.

The College may vary this Position Description, in response to the changing needs of the organisation.

ROSEBANK COLLEGE MISSION STATEMENT

We encourage a love of Christ, stewardship, hospitality, compassion and service working in partnership with our families, our staff and the broader community.

As a Catholic community, we give strong witness to our role as advocates of equity, diversity and justice. As a local community, we strive to support programs and partnerships focused on collaboration, giving, service and care. As global citizens, we respond critically and intelligently to our changing world, its demands and the educational and personal challenges of our students. We commit to sustainability and environmental responsibility.

OUR VISION

Rosebank's Vision is to be a community of faith for all to realise their full potential through personal leadership and lifelong learning.

We strive to develop leaders committed to personal excellence who:

- Nurture the importance of self-leadership and leadership of others
- Embrace opportunities with agility and imagination
- Respond with empathy and act with determination and compassion
- Accept humility and service as a source of strength to empower others
- Act as brave and critical thinkers who persevere with challenges
- Advocate with moral courage for the good of others and our environment

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