



Gym and Yard Supervisor

POSITION DESCRIPTION

POSITION:	Gym and Yard Supervision
AWARD / AGREEMENT:	Girton Grammar School Bendigo Enterprise Agreement 2022 Educational Services (General Staff) Award 2020
REPORTS TO:	Academic and Support Services Manager
EMPLOYMENT TYPE:	Part-time or Casual contract Student Supervision: 8:00 AM - 8:45 AM, Monday to Friday. Grounds Maintenance: 8:45 AM - 10:00 AM, Monday to Friday. Term weeks only (10 weeks leave without pay)
SALARY:	Grade 1.1.1 Casual rate: \$34.43 per hour

PURPOSE OF POSITION

The Yard Supervisor is responsible for ensuring the safety and well-being of students during morning supervision hours. Following supervision duties, the role involves supporting the Maintenance team in keeping the school grounds clean, tidy, and well-maintained.

This role requires working outdoors in various weather conditions. The successful candidate must be adaptable and comfortable performing both supervisory and physical tasks.

ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school that provides an enriching and supportive educational environment for approximately 1,100 students from Prep to Year 12.

With a Junior School campus and a separate Senior School campus, both centrally located in the centre of town, this renowned School sits at the heart of the Bendigo community.

The school is proud of its culture and reputation of optimism and commitment to students and staff, translating to personal growth and academic achievement that ensures Girton Grammar School is a leading independent school in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we value equally, people, character, and learning. The behaviour and attitude of our students and staff contribute to a learning environment where every child is known, and their individuality is respected.

KEY OUTCOMES

The successful candidate will be responsible for achieving the following outcomes:

Student Supervision:

- **Morning Yard Supervision:** Oversee and monitor students during morning drop-off, ensuring a safe and orderly environment.
- **Behaviour Management:** Address and report any inappropriate student behaviour in line with school policies.
- **Incident Reporting:** Report any accidents or incidents to the appropriate school authorities promptly.



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- **First Aid:** Provide basic first aid as needed and alert the school nurse or other relevant staff when necessary.

Grounds Maintenance:

- **Litter Collection:** Assist in collecting and disposing of litter to maintain a clean and welcoming environment.
- **Minor Maintenance Tasks:** Support the Maintenance team with small-scale repairs and upkeep tasks around the school grounds.
- **Gardening:** Assist with basic gardening tasks, such as weeding, watering, and tidying up garden beds.

From time to time, the Yard Supervisor will be required to undertake crossing supervision or other duties as directed by the Academic and Support Services Manager or Principal.

KEY SKILLS AND ATTRIBUTES

- **Safety Awareness:** A strong commitment to maintaining a safe environment for students and staff.
- **Attention to Detail:** Ability to identify and address maintenance issues promptly.
- **Communication Skills:** Clear and effective communication with students, staff, and maintenance personnel.
- **Physical Fitness:** The role requires physical activity, including walking, bending, lifting, and outdoor work.
- **Reliability:** Punctual and dependable, with a consistent approach to both supervision and maintenance tasks.
- **Team Player:** Willingness to work collaboratively with the school's Maintenance team and other staff members.

QUALIFICATIONS AND EXPERIENCE

- First Aid certification (preferred but not essential).
- Current Working with Children Check or willingness to obtain one

PERSONAL CHARACTERISTICS

- Open-minded and collaborative,
- Ability to operate at high levels of confidentiality,
- Optimistic and enthusiastic,
- Personal integrity, honesty and fairness,
- Creative and organised,
- Builds relationships and develops trust with students, staff and families,
- Remains calm, focussed and maintains perspective when dealing with difficult situations.

MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards the achievement of our mission. Further information regarding the expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's well-being and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child-safe environment. All staff must comply with



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the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration,
- Complete all mandatory reporting training and education about Child safety,
- Adhere to the Schools Child Protection Policies and Procedures,
- Report suspected cases of child abuse in accordance with school policies.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures, including, but not limited to, any first aid or emergency procedures and ensuring compliance with these,
- Assuming allocated roles in the School's emergency response or occupational health and safety structures,
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions,
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution-orientated manner with a Manager or the OHS Committee,
- Immediately report any Notifiable Incident or any identified health and safety matter via the appropriate channels.

ADDITIONAL INFORMATION.

Appointment of successful applicants will be made subject to satisfactory pre-employment checks.

A six-month probation employment period applies to all new staff members commencing employment at Girton Grammar School.

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.

Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

REFERENCE DOCUMENTS

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

APPROVAL

Developed	August 2024	Reviewed	
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