



Position Description

Position:	Grounds and Maintenance Officer
Appointed by:	The Principal
Responsible to:	Head Grounds Officer/Facilities Manager
Location:	Across all Gippsland Grammar campuses

School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, and Make a Report Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.
- It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the Executive Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.
- All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.



Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's policies and procedures (including the Student Protection Program).

Position Overview

The purpose of this position is to work as a member of the Property Team in providing operational support to ensure that the School's grounds, buildings, plant and equipment are well maintained, well presented, physically secure, and compliant with all appropriate regulations and provide a safe environment for the School community. Property Team staff carry out assigned tasks in a cooperative manner working collaboratively with the teaching and administration staff, ensuring all the services provided are delivered in the most efficient and effective way possible. They assist the team to ensure all School sporting and facilities bookings events are prepared for in a timely manner ready for the event.

Requirements, Duties and Responsibilities:

1 Grounds Maintenance:

- a) Assist to maintain a high quality of presentation of the gardens, sportsgrounds and/or facilities, which includes the use of accredited trade skills in areas such as horticulture, gardening or in the maintenance of sports grounds
- b) Assist in the preparation and planting, as directed by the Head Grounds Officer
- c) Mowing, cutting and trimming plants, weeding, removing cuttings, raking leaves, etc.
- d) Operating, maintaining and inspecting all School equipment and machinery to ensure it remains in good working order and report any problems to the Property Manager
- e) Collecting bins/emptying bins as required
- f) Assist the team with regular preventative maintenance that is undertaken across all campuses and facilities during the year as directed.
- g) Ensuring the movement of goods, furniture and equipment throughout the School is efficient and meets agreed stakeholder needs
- h) To provide support for events and activities. Including:
 - o collaboration and timely communications between event organisers and Property staff is maintained.
 - o Set-ups and pack-ups are conducted in accordance with booking instructions.



- o Ensuring Inventory is tracked and stored appropriately. This can at times require weekend work.
- i) Assist the team to ensure that facility-based resources and infrastructure is appropriately used, maintained and secure at all times
- j) Reporting all hazards to the Head Grounds person and/or Property Manager in accordance with School protocols

2 Professional Responsibilities

- (a) Work collaboratively as a member of the Property team to ensure best possible outcomes for the School.
- (b) Actively engage in professional development activities and contribute to improved professional skills, pastoral skills and knowledge.
- (c) Actively engage in Property Team and staff meetings as required.
- (d) Adhere to and abide by the expectations set out in the School's policies and procedures, including Gippsland Grammar's Guidelines for Professional Behaviour.
- (e) Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

3 Child Safety

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- a. Behave as a positive role model to students, including through words, conduct and actions.
- b. Actively promote the safety, welfare and wellbeing of students.
- c. Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- d. Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- e. Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm



(examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).

- f. Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- g. Provide age-appropriate supervision for students.
- h. Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- i. Knowledge understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- j. Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- k. Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- l. Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- m. Complete annual training in Child Safety as required.

Statement of Commitment to Child Safety

Creating and maintaining a student safe culture requires input from the entire School community. Our aim, is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners, but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a growth mindset, through classroom experiences, and in our approach to academic care, practices policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Child Protection and Safety Policy (a copy of which is available on the School's website).



Gippsland Grammar is a student safe environment. Every student has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's student safe practices, as outlined in the Student Protection Program policies on the School's website.

All prospective employees will be informed about the School's child safety and wellbeing practices, including the Student Protection Staff Code of Conduct.

Key Selection Criteria

Qualifications

- (a) Current and valid employee level Working with Children Check (**WWCC**).
- (b) Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).
- (c) Evidence of completion of Anaphylaxis Management Training (ASCIA eLearning VIC, 22300VIC or 10710NAT) and CPR qualifications (as approved by a Registered Training Organisation).

Essential Criteria

- (d) Valid Australian Driver's licence (being at least a probationary licence).
- (e) Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.
- (f) Good physical health due to the manual nature of this role.

Desirable Criteria

- (g) Equivalent combination of relevant experience and education/training with demonstrated relevant job-related knowledge, aptitude and skills
- (h) Ability to communicate effectively and respectfully, with sound interpersonal and communication skills, in written and verbal English.
- (i) Demonstrated level of self-awareness and resilience and the ability to manage multiple demands and prioritise accordingly.
- (j) Ability to be self-directed and work autonomously.



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- (k) Work as part of a team, demonstrated ability to coordinate others and create a positive and engaged team environment.

This Position Description is a guide only, and is not intended to be an exhaustive or exclusive list of duties for this position.