

Position Description

Grounds Manager and Facilities Maintenance	
AWARD: Victorian Catholic Education Multi-Enterprise Agreement	CLASSIFICATION Category A Education School Services Officer Level to be negotiated commensurate with skills experience
TERMS OF EMPLOYMENT: Ongoing	ANNUAL LEAVE 4 weeks annual leave
REQUIREMENTS: Working with children check	SUPERVISOR Business Manager & Facilities Manager

CATHOLIC IDENTITY

- Actively live and promote the College Mission.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Catholic inspired ethos within the school community.

POSITION OBJECTIVE:

To ensure the grounds and facilities are maintained to a high level of excellence at all times.

To provide input and support to the Facilities Manager and Business Manager in the planning and implementation of facilities and grounds projects and supervision of projects as required.

This role will have responsibility for the oversight of relevant maintenance of the College grounds and facilities including knowledge and compliance with OHS requirements in line with the College's values and School Improvement Plan.

This roles requires initiative, sound judgment and reliability in carrying out the requirements of the position.

Position Description

Core Responsibilities	<ul style="list-style-type: none">• Maintenance of the College grounds including the planning and implementation, in consultation with the Facilities Manager and Business Manager, of cost-effective and quality improvements across the College.• Maintain College grounds and facilities to a high standard at all times.• Perform preventative maintenance and repairs of school facilities and grounds as required.• Communicate effectively with external providers and contractors to achieve prompt, reliable, cost effective, quality services for the College.• Support the Facilities Manager to ensure maintenance schedules are completed in line with College priorities.• To be available for security arrangements of the premises including responding to call outs by security company controls and/or police as required during closure periods including after hours and weekends in compliance with the College's policies and guidelines.• Supervision of projects, in consultation with the Business Manager and Facilities Manager• Maintain knowledge of relevant legislation, information and ideas to support the safety and continued improvement of the College facilities and grounds.• To maintain confidentiality of information acquired in the course of undertaking duties for the school.• To undertake other duties appropriate and as required
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Qualifications and Requirements

- Demonstrated facilities and grounds skills and experience, preferably within an educational / public sector environment.
- High level interpersonal and communication skills, including the ability to establish strong links within a team environment.
- Strong commitment to confidentiality.
- First Aid Certificate HLTA301B – Apply First Aid
- Current Working With Children Check and National Criminal History Check

Skills & Attributes

- Ability to work as part of a team
- Strong verbal and written communication skills, including ability to communicate with children, parents and the school community
- Demonstrated administration experience, preferably within an educational setting
- Ability and willingness to accept policy directives

Occupational Health and Safety

All employees have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Adhere to safe work procedures, instructions and rules.
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act.

Position Description

- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others.
- Not willfully place at risk the health and safety of any other person in the workforce.
- Report any injury or hazard to the Principal immediately

Commitment to Child Safety	<p>FCJ College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of employment that the incumbent be a person suitable to work with children.</p> <p>FCJ College has a Child Safety Code of Conduct and as a staff member of the College, the incumbent is subject to and expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.</p>
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Signed:

(Employee)

Date:
