



## Saint Ignatius College Geelong

### POSITION DESCRIPTION

### School Services Officer – Gardener/Maintenance Officer

**Date:** October 2020

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College’s Catholic Ethos
- College’s Ignatian Ethos
- College’s Child Safe Policies and Procedures
- CECV Statement of Principles Regarding Catholic Education

**All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal: Staff, Identity and Operations and the designated leader of their work area.**

**Designated Leader of this work area – Director of Infrastructure & Operations**

**Allocation of daily duties via – Property Manager**

Nature of this role	<ul style="list-style-type: none"> <li>• The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and The Characteristics of Jesuit Education.</li> <li>• The staff member appointed to the above position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students.</li> <li>• This person will ensure that all professional contact with the public is positive and welcoming and promote the College’s Catholic/Ignatian ethos and identity.</li> </ul>
The general responsibilities and accountabilities of this role	<ul style="list-style-type: none"> <li>• Direct accountability is to the Property Manager</li> <li>• Develop and maintain collegial and professional relationships with colleagues</li> <li>• Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures</li> <li>• Support the Catholic/Ignatian ethos and identity of the College</li> <li>• Always hold current certification for Level 2 First Aid and Anaphylaxis</li> <li>• Undertake professional reviews as required</li> <li>• Support a performance and development culture</li> <li>• Adhere to all College policies as published on the College intranet</li> <li>• Undertake other duties as required by the Principal</li> </ul>
The specific duties of the role	<p>This is a hands-on role. You will be part of the team responsible for operational property and maintenance matters, including general care and aesthetics of all grounds and facilities and day to day property and equipment maintenance, including security and cleaning of the College. Your goal is to promote the vision and mission of the College by creating, maintaining and developing a safe, pleasant, attractive and functional physical environment.</p> <p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>• Undertake minor repairs and routine maintenance of buildings and equipment</li> <li>• Undertake the periodic cleaning and maintenance of all roof gutters, drains and sumps</li> <li>• Periodic cleaning of paths and other areas</li> <li>• Maintaining shade sails, flags, flag poles and external furniture in good condition</li> <li>• Pressure washing and clean areas as required</li> </ul>

- Maintain the cleanliness and appearance of the externals of buildings and structures including the removal of cobwebs or cleaning of windows as required.
- Re surfacing of flooring (scrubbing & polishing) applying new surface. (usually during school holidays)
- Painting and refurbishment of outside areas as required
- Repair of furniture and equipment used within the college
- Construction of shelving and/or other equipment and furniture as required.
- Be aware of work of employees engaged in property and/or maintenance duties including cleaning, grounds, security and maintenance etc. of the College

#### **Grounds**

- Preparation of garden beds, planting of trees and plants, establishment of grassed areas
- Maintenance of gardens and grassed areas – including watering (if permissible), weeding and fertilization of garden beds, pruning of trees and shrubs, fencing mowing mulching and whipper snipping of grassed areas
- Ensuring grounds and buildings are presented in a tidy and professional appearance, but not limited to walkways, windows, rubbish bins, toilets and rooms

#### **Security and Cleaning**

- Assist as necessary to ensure to ensure a high standards of cleaning is maintained.
- Assist as necessary or when required
- Ensure lock up of the College 7 days per week 24 hours a day especially out of hours' functions and events, eg. Open Day, meetings.
- Monitor security and report any concerns to the Property Manager
- Be aware of the College Security system.
- Attend/Assist out of hours to respond to activated alarms or events as required.

#### **Working Bees**

- Attend College Working Bees, usually held on a weekend
- Assist Property Manager, identifying appropriate tasks to be undertaken and assist during working bees.

#### **Workplace Health and Safety**

- Attend to all matters ensuring that the College grounds and facilities meet appropriate OHS standards
- Risk and Compliance Issues eg. re such things as manual handling, prevention of slips trips, and falls, ladder safety and ergonomics be vigilant and proactive.
- Report all known or observed hazards to Director of Infrastructure & Operations and Property Manager.

#### **Other Tasks/Responsibilities**

- Delivery of goods to classrooms or storage areas (this will include copy paper and moving equipment or deliveries.
- Set up and clearance of furniture/equipment for classrooms, this will include the MPC (Multi-Purpose Centre) carpet squares for College functions, events, exams, assemblies, etc
- Attend/assist at out of school hour events as required
- Keep the Property Manager informed of any issues relating to gardens, grounds or buildings
- Rubbish – Safe disposal of waste on a daily basis and during holiday periods. Keep grounds tidy by monitoring the whole College and where necessary, pick up, collect, dispose of, or arrange the collection and disposal, give special attention after recess and lunch.
- Line marking of grounds, oval etc.
- Ensure all grounds and maintenance equipment is cleaned, serviced and well maintained. (Including golf carts). Report and concerns of issues.
- Electrical testing and tagging - Part of the team to maintain all electrical equipment on site meets required by standards
- Maintain a record of daily work.
- Transporting of school equipment as requested
- Assist with maintaining the MSDS (Material Safety Data Sheets) register in the maintenance area
- With reasonable notice be available to assist or arrange items as requested for functions/events.
- Ensure that vandalism and graffiti are rectified as a priority
- Be aware of College Policies and procedures available via the intranet

	<p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>In conjunction with the Director of Infrastructure &amp; Operations, ensure that the College meets its compliance obligations</li> </ul>
Education and Experience	<p><b>Essential/Preferred:</b></p> <ul style="list-style-type: none"> <li>Suitable qualifications or trade and /or experience</li> <li>Current Motor Vehicle licence</li> <li>Ability to work without close supervision</li> <li>Experienced with the use and safety of a variety of maintenance equipment and tools</li> <li>Ability to prioritise work schedule and meet agreed deadlines</li> <li>Knowledge and understanding of OHS legislation and requirements</li> <li>Ability and willingness to support the Catholic/Ignatian ethos and identity of the College.</li> <li>Computer skills and literacy</li> <li>Excellent management and organizational skills</li> <li>Ability to respond to concerns promptly and professionally</li> <li>Ability to safely meet the physical demands of the role, including lifting and moving College furniture and equipment</li> <li>Ability to demonstrate confidentiality, loyalty and professionalism.</li> </ul> <p><b>Desirable, but not essential</b></p> <ul style="list-style-type: none"> <li>Experience working in an educational environment – desirable but not essential</li> </ul> <p><b>Personal Characteristics</b></p> <ul style="list-style-type: none"> <li>Personal pride in work quality</li> <li>Attention to detail</li> <li>Ability to remain calm under pressure</li> <li>Team player</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>Commit to ongoing professional development in relation to your role to maintain current best practice</li> <li>Be open to researching areas of interest relevant to directions provided in the school's strategic plan</li> <li>Continue development of ICT skills as technologies evolve</li> <li>Be an active member of a relevant professional association as duties permit</li> <li>Participate annually in Ignatian professional development</li> <li>Maintain currency of first aid, mandatory reporting and anaphylaxis training</li> <li>Uphold the professional standards expected of this role</li> </ul>
Child Safety and Pastoral Care	<ul style="list-style-type: none"> <li>Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>Assist in the provision of a child-safe environment for students</li> <li>Maintain currency of Child Safe training</li> <li>Demonstrate a duty of care to students in relation to their physical and mental wellbeing</li> <li>Be active participants in the College's pastoral care system</li> <li>Proactively monitor and support student wellbeing</li> <li>Exercise pastoral care in a manner which reflects Ignatian values</li> <li>Implement strategies which promote a healthy and positive learning environment</li> </ul>
General, Administrative and School Community Duties	<ul style="list-style-type: none"> <li>Attend all relevant school meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend</li> <li>Attend whole-school assemblies and liturgies, Open Day, Mosaic Evening and other events as required by the Principal</li> <li>Attend staff liturgical events and staff faith days</li> <li>Use Information and Communications Technologies to enhance administration</li> <li>Follow the College's financial procedures</li> </ul>
Co-Curricular Involvement	<ul style="list-style-type: none"> <li>Support and, where possible, be involved in the co-curricular program</li> <li>Where appropriate, nominate participating students for awards or school colours</li> <li>Create and maintain a safe environment in which students may enjoy their participation</li> <li>Consider participation in social justice activities/retreats/spiritual programs.</li> </ul>

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

**Remuneration**

As per the Victorian Catholic Education Multi Enterprise Agreement 2018.

Remuneration and hours will be as agreed according to your contract of employment

**Other requirements**

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years
- Electrical Testing certification (will help acquire if required)
- Proof of COVID-19 Vaccination which is mandatory for all staff that work in schools