



Maintenance & Grounds Person

Position Description

[Click here to apply.](#) Applications close 27 September 2022

Position level	NSW and ACT Catholic Systemic Schools EA 2020 NSW - General Employee
Stream	School Operational Services
Salary range	\$27.30 to \$32.32 (based on qualifications, skills & experience)
Reports to	Principal
Location	O'Connor Catholic College, Armidale
Employment type	76 hours per fortnight
Employment status	Permanent

About O'Connor Catholic College Armidale

O'Connor Catholic College is a co-educational high school, from Years 7-12 which began in 1975 with the amalgamation of two of Armidale's longest established schools; St Ursula's College and De La Salle College. With a population of around 550 students, O'Connor is committed to the vision of being a faith filled community working collaboratively to enhance the learning for all, resulting in students who are creative, confident and informed people ready to make a difference in our world.

The staff at O'Connor are committed to creating learning opportunities for everyone. At O'Connor, learning encompasses faith learning which is integral to the mission as a Catholic school, academic learning so that every student achieves the best learning outcomes and wellbeing and resilience skills which are important for a healthy, balanced life.

O'Connor is located in Armidale, situated halfway between Sydney and Brisbane and only two hours from the coast. Armidale is a major city with a population of 24,500 people, which rests high on the Northern Tablelands and is known for its four distinct seasons. The Armidale region boasts spectacular gorges, world-heritage national parks, cool-climate vineyards and waterfalls including the Wollomombi Falls which are one of the highest in Australia. It is an ideal area for those who enjoy outdoor adventures including canyoning, mountain climbing, biking, bird watching or trout fishing. Galleries, museums, fine foods and a vibrant event calendar including festivals, music, theatre, markets, book fairs and major sporting events

guarantee an experience suitable for all ages. Armidale is rich in heritage with grand cathedrals, colonial buildings and is home to the University of New England.

For further information on the school, please visit <http://www.oconnor.nsw.edu.au/>.

Commencement

The commencement date will be negotiated with the successful applicant.

Position Purpose

The Maintenance and Grounds Person, working under the general direction of the Office Manager, is a member of a team responsible for:

- Maintenance of equipment, buildings and facilities.
- Manual tasks as required to support daily school activities and function.
- Development, maintenance and presentation of grounds, sporting fields, turfs, sporting amenities, and gardens.

Key Responsibilities

Duties related to the position include but are not limited to the following:

Key area	Task
Maintenance	Ensure that all equipment is maintained to a safe and serviceable condition and workshop facilities are kept clean and tidy to include the following: <ul style="list-style-type: none">● responsible for the upkeep of equipment and to report any defects or damage to the Senior Office Manager● operate all equipment including ride on lawnmower or hand held garden equipment in a legal and safe manner● responsible for loading, unloading and the safe carriage of equipment● testing and tagging of electrical equipment as and when required (school will support attainment of appropriate qualification)
Buildings & Facilities Maintenance	Identify, schedule and carry out various maintenance works on the school buildings, plant and equipment including: <ul style="list-style-type: none">● Carry out general repairs and preventive maintenance procedures to building, plant and equipment including painting, carpentry and cleaning● Provide regular reports and advice on any risk issues identified, associated with the physical condition, maintenance and use of the school buildings● Reporting any defects or damage of equipment to the Senior Office Manager● Liaise with and assist external contractors as directed

	<ul style="list-style-type: none"> ● Investigate unauthorised activities in or on the school grounds and report subsequent problems to Senior Office Manager or other proper authorities, including vandalism, break-ins and fire alarms ● Supports users of school facilities, adhering to regulations related to the use, set up and/or proper use of equipment ● Checking and maintaining boundary fencing / other fencing on a regular basis
Maintaining grassed and planted areas	<p>Maintaining the appearance of the grassed and planted areas of the complete school site to a high standard ensuring they are safe and fit for purpose. This will involve grass cutting, top dressing, weed control, planting, watering and fungal spraying to include the following:</p> <ul style="list-style-type: none"> ● Landscaping duties ● Maintaining flower beds and other garden features as and when required ● Control of weeds ● Making sure that all lawns and hedges are maintained and tidy ● Maintaining the appearance of the front of the school ● Keeping the fields and front of school clear from litter ● Sweeping/Blowing/Pressure Cleaning footpaths and external entrances on a regular basis or as directed ● Sweeping/Blowing/Pressure Cleaning the front entrances to the school and keeping free of vegetation debris ● Empty rubbish bins and place out for collections as required and instructed ● Taking rubbish to the Waste Management Centre (including but not limited to Garden waste, recycle cardboard, general waste to large/heavy for bins.
General	<ul style="list-style-type: none"> ● Assist with manual tasks as required including the moving and setting up of furniture and equipment for school functions, assemblies, exams etc. ● Supports users of school facilities, adhering to regulations related to the use, set up and/or proper use of equipment ● Identify hazards and/or faults ● General clerical duties e.g.record keeping and safety documentation ● Daily unlocking of College

O'Connor Catholic College reserves the right to alter roles and responsibilities requirements as required.

General expectations of staff at O'Connor Catholic College

- Respect of and a commitment to the Catholic ethos and a willingness to foster it
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties
- Ensure appropriate behaviours when engaging with children
- Act as a team member, developing and supporting the philosophy and ethos of the team

- Willingness to undertake professional development
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct
- Observe and comply with all WHS protocols
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement
- Act in a professional and respectful manner at all times
- Comply with the [Framework for the Accreditation of Staff in Catholic Schools](#)
- Employment with O'Connor Catholic College is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance

Selection criteria

Essential criteria

- Demonstrated high level interpersonal and verbal communication skills dealing with staff, students and the wider school community
- Knowledge of and ability to implement all relevant work health and safety legislation/standards to ensure a safe and secure school environment, including the use and application of equipment and materials and the safe use and storage of chemicals
- Able to work independently, and as a part of a team with minimal supervision and perform work to a high and consistent standard
- Knowledge suitable to the general maintenance of school buildings and care of the landscaping and grounds maintenance
- Highly motivated, well organised and flexible in approach to work
- Current drivers licence
- Working With Children Check Clearance or able to obtain

Desirable criteria

- Maintenance/carpentry background
- Horticultural, farming, landscaping or related experience.
- MR Licence

Critical Physical Factors

The table below indicates the essential demands of and frequency of the physical job requirements of the Grounds and Maintenance Person position.

Code	Key area	Task
A	Not present	0%
B	Rare	1% - 7%

C	Occasional	8% - 33%
D	Frequent	34% - 66%
E	Constant	67% - 100%

Demands/Definition	A	B	C	D	E
Auditory Function Hearing.				X	
Carrying Transporting an object, usually holding in the hands, arms or on the shoulder.			X		
Climbing – Stairs Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs, or hands and arms.			X		
Climbing – Step Stools/ Ladders Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs, or hands and arms.			X		
Crawling Moving about on the hands and knees.			X		
Crouching – One Off Bending body forward and downward by bending legs and spine.			X		
Driving Control and operation of a motor vehicle.		X			
Feeling Perceiving attributes of objects, such as: size, shape, temperature, or texture by touching with skin; particularly that of finger tips.			X		
Fingering Picking, pinching, or otherwise working with the fingers, other than with the whole hand or arm as in handling.			X		
Handling Seizing or grasping, holding, turning or otherwise working with the hands. Fingers are only involved to the extent that they are extensions of the hand.					X
Kneeling Bending legs at knees to come to rest on knees.			X		
Lifting Raising or lowering an object from one level to another (includes upward pulling and/or exerting upward force to hold an object in static position).				X	
Pulling Exerting force upon an object so that the object moves toward the force (including jerking and exerting force to hold an object in static position).			X		
Pushing Exerting force upon an object so that the object moves away from the force (including stooping, striking, kicking, treading and exerting force to hold an object in static position).			X		
Reaching					X

Extending arms(s) in any direction.					
Sitting Remaining in a seated position.		X			
Standing - Dynamic Remaining on one's feet in an upright position while in motion or switching positions.					X
Standing - Static Remaining on one's feet in an upright position without moving greater than three steps.		X			
Stooping Bending the body forward and downward by bending spine at waist, requiring full use of lower extremities and back muscles.				X	
Visual Function Visual function.					X
Walking - Flat Terrain Moving about on foot greater than 3 steps on flat terrain.					X
Walking – Slippery, Gravel & Uneven terrain Moving about on foot greater than 3 steps on slippery/gravel/uneven terrain.			X		

Application

For questions regarding the professional nature of this position, please contact Mrs Christine Gerard, Office Manager on (02) 6772 1666 or email cgerard@arm.catholic.edu.au

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.