

Grounds Person

Sacred Heart Primary School, Boggabri

Position Description

[Click here to apply.](#) Applications close 20 July 2024

Enterprise Agreement	NSW and ACT Catholic Systemic Schools 2023
Classification	General Employee - School Operational Services Stream
Hourly Rate of Pay	\$29.18 to \$34.55 subject to qualifications
Reports to	Principal
Location	Sacred Heart Primary School Boggabri
Employment type	Part-time 12 hours per fortnight
Employment Status	Permanent

About Sacred Heart School Boggabri

Sacred Heart Primary Boggabri is a co-educational Catholic primary school from K-6 which provides quality education for 29 students. The school aims to provide a positive, open atmosphere where all are welcome in a safe, caring environment that nurtures growth. Sacred Heart believes in strong partnerships with parents and the wider Boggabri community to ensure the best outcomes for all students and the school's success.

Boggabri is situated in north-western New South Wales and lies between Gunnedah and Narrabri on the Kamilaroi Highway. With a population of approximately 860 people, the town catchphrase "the little town with a big heart" is a true representation of the progressive and positive community. Although the town is only small, it has a lot to offer, including the annual Drover's Campfire, heritage trails and museums, Nelson's honey farm and only a short drive from the town centre is the spectacular Dripping Rock.

Sacred Heart School Boggabri is one of 24 schools administered by the Catholic Schools Office on behalf of the Bishop of Armidale.

For further information on the school, please visit <https://sacredheartboggabri.catholic.edu.au/>.

Commencement

The commencement date for this position will be negotiated with the successful applicant.

Position Purpose

The role of the Grounds Person, working under the general direction of the Principal, is to support the operational requirements of the School by being responsible for all aspects of the development, maintenance and presentation of grounds, sporting fields, turfs, sporting amenities, and gardens, for use by the School community, including visitors, parents, students and staff, and to actively promote a good first impression of the School to the general public.

Key Responsibilities

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

Key area	Task
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.
Maintaining grassed and hard	<p>Maintaining the appearance of the grassed and hard surface sports pitches/courts to a high standard ensuring they are safe and fit for purpose.</p>

<p>surface sports pitches/courts</p>	<p>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"> ● Maintenance of all sports fields and hard court surfaces ● Marking out all sports pitches for various sporting events ● Setting up all pitches for matches ● Inspection of all goal posts and pitches ● Planning the maintenance and renovation of the playing fields and pitches ● Painting and maintaining all posts (Rugby, football and hockey) ● Assisting staff to transport equipment to various locations on occasions
<p>Buildings & Facilities Maintenance</p>	<p>Identify, schedule and carry out various maintenance works on the school buildings, plant and equipment including:</p> <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 ● 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
<p>Maintenance</p>	<p>Ensure that all equipment is maintained to a safe and serviceable condition and workshop facilities are kept clean and tidy to include the following:</p> <ul style="list-style-type: none"> ● responsible for the upkeep of equipment and to report any defects or damage to the Principal (or other designated person) ● 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)
<p>General</p>	<ul style="list-style-type: none"> ● To carry out unlock/lock up duties as directed ● Assist with manual tasks as required including the moving and setting up of furniture and equipment for school functions, exams etc.

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| | <ul style="list-style-type: none"> ● 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 ● Cleaning and maintaining school signage ● Identify hazards and/or faults ● General clerical duties e.g.record keeping and safety documentation |
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Sacred Heart reserves the right to alter roles and responsibilities requirements as required.

General expectations of staff at Sacred Heart

- 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
- Employment 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, 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
- Working With Children Check Clearance or able to obtain

Desirable criteria

- Maintenance/carpentry background
- Current drivers licence
- Trade qualification

Critical Physical Factors

The table below indicates the essential demands of and frequency of the physical job requirements of the Ground 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 Extending arms(s) in any direction.					X
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					X

Moving about on foot greater than 3 steps on flat terrain.					
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 Claire Ryan, Principal 02 6743 4656 or via email cryan@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.