

POSITION STATEMENT

Position:	Maintenance Officer / Groundsperson
Reporting to:	Property Services Manager
Key Relationships:	Business Manager, All Staff
Hours:	Part-time (22.5 hours per week)

POSITION SUMMARY

The **Maintenance Officer/Groundsperson** carries out repair and maintenance requirements of the School's facilities, including buildings, furniture and fittings and school grounds. This role reports directly to the Property Services Manager and, as part of the Buildings and Grounds Team, works to ensure the School is a safe and well-presented place.

KEY RESPONSIBILITIES AND CORE DUTIES

- Undertake general maintenance work required
- Pro-actively identify maintenance and repair tasks needed and carry out the necessary repairs or maintenance
- Carry out checks and inspections, as necessary, to ensure buildings and equipment are safe and well maintained
- Report any safety hazards and, where possible, remove the same
- Undertake weeding, mowing, mulching, and watering, as required, recognising the School's commitment to bio-dynamic gardening principles
- Maintain grounds, including maintenance and mowing of grassed areas and maintenance of paths and paved areas.
- In collaboration with Buildings and Grounds team,
 - Maintain all relevant irrigation outlets to effectively manage the garden water supply
 - Manage outdoor drainage issues, including swale areas
- Carry out a range of cleaning tasks including, for example, the clearing of cobwebs, sweeping pathways, collecting and removing litter
- Ensure that all School buildings are locked at the end of each day
- Meet regularly with the Property Services Manager and Buildings and Grounds Team to report and review all maintenance issues
- Liaise with other trades people engaged for maintenance works
- Assist with Class Teacher-led building projects as necessary and negotiated in advance
- Assist with and, where necessary, co-ordinate other facilities' projects as may be required from time to time (including, for example, setting up for school plays/performances, Autumn Fair, Christmas Market and other School community events)
- Provide annual leave cover/relief for Buildings and Grounds staff, as required
- Comply with all lawful policies and procedures, educational/philosophical expectations and guidelines of the School
- Comply with lawful requirements by all relevant external regulatory authorities (e.g. Work Health Safety, Child Protection legislation and guidelines)

ESSENTIAL SKILLS AND EXPERIENCE

- Good all-round maintenance / handyman skills, ideally with carpentry experience
- Excellent communication skills
- Excellent organisational and time management skills
- Excellent interpersonal and communication skills with staff, students, external contactors and tradespeople
- Experience in the building trade an advantage
- Ability to design and manage small building / maintenance projects
- Commitment to the confidentiality and privacy requirements of a school environment
- Basic Competency in Microsoft Office suite for record keeping and communication
- Sound knowledge of and ability to correctly interpret current, relevant Work Health Safety and Risk Management requirements and Codes of Practice

PERSONAL SKILLS / ATTRIBUTES

- Must be physically fit and able
- Be reliable, punctual and flexible
- Ability to work independently and within a team
- Be a team player in a collaborative environment
- Positive outlook and attitude
- Commitment to personal and professional development
- Ability to set boundaries with empathy and respect to all staff, students, parents and the wider school community

ESSENTIAL QUALIFICATIONS/CERTIFICATES

- Trade qualification or professional work experience in the field
- Current SA Working with Children Check
- Current SA Driver's License
- Current RRHAN-EC training certificate
- Current Provide First Aid in an Education and Care setting certificate

DESIRABLE QUALIFICATIONS

- Electrical Work License ("Test & Tag")
- Playground Inspection

PERFORMANCE REVIEW

Annually