



POSITION TITLE	Education Support Officer: Maintenance & Grounds
ESO GRADE	3
ESO STREAM	Services
EMPLOYMENT TYPE	Permanent Ongoing
HOURS PER WEEK	10
WEEKS PER YEAR	41

### Key Working Relationships

- Principal / Deputy Principal
- Business Manager/Bursar (as applicable)
- Work Health & Safety Coordinator
- Staff, Students and Contractors, as appropriate

### Broad Purpose

The Education Support Officer, Maintenance and Grounds is responsible for carrying out a broad range of activities to ensure school buildings, grounds and facilities remain in good order and that the plant, equipment and other aspects of the school's physical environment are safely administered and maintained as per Work Health & Safety requirements.

## DUTY STATEMENT

Duties include, but not limited to:

### Maintenance and Grounds

- Undertake a broad range of general maintenance duties utilising applicable trade skills, materials and/or specialised techniques.
- Carry out all minor and routine maintenance and conduct regular maintenance inspections as per the maintenance schedule, updating the register as work is completed.
- Ensure maintenance tools and equipment remain in good repair and source repairs/replacements, as authorised.

- Undertake general repairs and maintenance to buildings, fittings, and fixtures to maintain an appropriate level of functionality and safety.
- Facilitate and/or undertake the upkeep of all grounds-related activities including lawns, landscaping, irrigation systems, play areas, fencing, paths/roadways, sporting equipment etc.
- Maintain documentation as required for administrative, financial and WHS purposes, as applicable.
- Liaise with and engage contractors (i.e. tradespeople and job specialists), as authorised, and monitor, administer and facilitate activities to ensure project and contract obligations are successfully achieved.

### Work Health & Safety

- Ensure compliance with WHS policies, practices, and priorities, within area of responsibility.
- Maintain grounds and facilities to meet all WHS obligations and requirements.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.
- Ensure contractors/sub-contractors providing grounds and/or maintenance services hold current and appropriate licences and insurance for the work they are undertaking and are properly inducted with WHS requirements.
- Assist in conducting WHS inspections and audits, and take appropriate corrective actions, as required.
- Participate in any WHS-related activities, as required.

### General Duties

- Undertake any required training or development activities.
- Actively engage in regular performance reviews.
- Undertake any other duties as required by the Principal.

## PERSON SPECIFICATION

- A commitment to uphold and contribute to the Catholic ethos of the school.
- Demonstrate comprehensive technical skills and experience in building and grounds maintenance including the ability to apply trade skills in construction, maintenance and repair tasks using precision hand and power tools and equipment.

- Gardening maintenance skills, knowledge, and experience, including garden and turf management.
- Knowledge and ability to safely and responsibly operate minor plant and equipment, e.g. chain-saw, leaf blower, ride-on lawn mower, edge trimmer etc.
- Sound computing skills and knowledge, able to effectively utilise Microsoft Office and maintain online and hardcopy records and produce reports, as required.
- Interact professionally and work collaboratively and cooperatively with school staff as a positive team member and liaise effectively with other members of the school community, contractors and visitors.
- Good interpersonal and communication skills and ability to take initiative and give and take direction effectively and take responsibility for own outcomes in relation to specified quality and WHS standards.
- Work with little direct supervision and demonstrate the ability to plan, analyse and evaluate information from a variety of sources, and apply solutions to a range of problems.
- Good organisational skills including flexibility, prioritising and calmly respond to challenging situations in a measured manner.
- Lead and demonstrate best practice WHS at all times.
- Demonstrate an understanding of professional boundaries and the need for confidentiality.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace, in particular, appropriate personal protective clothing to fulfil role requirements.

## S P E C I F I C   R E Q U I R E M E N T S

Qualifications/training in:

- Accredited trade qualification e.g. electrical, plumbing, horticulture, carpentry, etc.
- Manual Handling
- WHS including Hazard Management & Job Safety Analysis - Hazard Awareness
- Working at Heights
- White Card
- Safe Chainsaw Operation
- Herbicide / Pesticide Training.

- Current car Drivers Licence.
- Applicable First Aid Certificate relevant to the role requirements.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.
- Able to undertake specific training relevant to role e.g. working at heights, safe work on ladders etc.
- An awareness of building regulations and relevant statutory requirements.
- Availability to respond to/return to school to attend to service and/or security matters out of hours, when required.

## WORK HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.