



Maintenance and Grounds General Hand

POSITION DESCRIPTION

POSITION:	Maintenance, Infrastructure and Grounds General Hand
ENTERPRISE AGREEMENT/AWARD:	Girton Grammar School Bendigo Enterprise Agreement 2022 Educational Services (General Staff) Award 2020
EMPLOYMENT TYPE:	Part-time Ongoing / full-time Ongoing Casual staff to focus on General responsibilities
SALARY:	Grade 1 to 2 dependant on experience and qualifications

PURPOSE OF POSITION

The Grounds, Maintenance, and Infrastructure Team Member at Girton Grammar School plays a crucial role in ensuring the school's physical environment is safe, clean, and well-maintained. This position involves a diverse range of tasks, including setting up for assemblies and special events, maintaining the cleanliness of the grounds, undertaking building repairs, graffiti removal, and providing support in the coordination of major infrastructure projects. The role plays an important part in maintaining the infrastructure and appearance of the school to a high standard. Effective working relationships are expected with all employees of the school as well as with students, contractors, and members of the school community.

ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school which provides an enriching and supportive educational environment for approximately 1,100 students from Prep to Year 12.

With a Junior School campus and separate Senior School campus located in the centre of town, this renowned School sits at the heart of the Bendigo community.

The school is proud of its culture and reputation of optimism and commitment to students and staff, translating to personal growth and academic achievement that ensures Girton Grammar School in a leading independent school in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we value equally, people, character, and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known, and their individuality is respected.

KEY OUTCOMES

The successful candidate will be responsible for achieving the following outcomes:

Coordination of Major Projects Lead

The Projects Coordinator will play a vital role in supporting the Head of Maintenance in coordinating major infrastructure projects within Girton Grammar School. Collaborating closely with project managers, contractors, and various stakeholders, the incumbent will assist in scheduling, logistics, and on-site coordination to ensure the successful completion of maintenance projects, contributing to the safety and functionality of school facilities.

Key Responsibilities:



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- Assist the Infrastructure Manager in prioritising and planning maintenance projects, ensuring alignment with the school's strategic objectives and budgetary constraints.
- Coordinate with project managers, contractors, and vendors to facilitate the timely completion of maintenance projects while minimising disruptions to school operations.
- Provide logistical support, including scheduling of project tasks, coordination of resources, bill of materials and procurement of materials, equipment, and services necessary for project implementation.
- Collaborate with the Infrastructure Manager to monitor project timelines, identify potential issues (issue register), and implement corrective actions to ensure project success.
- Conduct regular site visits to oversee project activities, address any on-site issues, and ensure compliance with safety protocols and regulatory requirements.
- Assist in the preparation of project documentation, including work orders, progress reports, issues registers, and budgetary updates, ensuring accuracy and completeness.
- Facilitate communication and collaboration among project team members, ensuring clarity of roles and responsibilities throughout the project lifecycle.
- Assist in the resolution of conflicts or disputes that arise during project execution, fostering a collaborative and solution-oriented approach.
- Maintain accurate records of maintenance activities, including equipment maintenance schedules, warranty information, and service contracts.
- Coordinate with relevant departments or external partners to address any regulatory or compliance requirements related to maintenance projects.
- Identify opportunities to streamline maintenance processes and improve efficiency, leveraging technology and best practices.
- Monitor the ticket system (Spiceworks) to address relevant requests in a timely manner.

Project scopes and outcomes will be shared with other members of the maintenance department to ensure they are informed of any potential disruptions and aware of any support needed, as well as occupational health and safety requirements when working within or in proximity to project areas.

EVENTS AND GROUNDS LEAD

The Event Setup and Grounds Support Lead will play a pivotal role in maintaining the cleanliness and functionality of outdoor areas while coordinating and executing event setups within a school setting.

Key Responsibilities:

Grounds:

- Oversee and maintain the cleanliness and tidiness of all outdoor areas, including garden beds, lawns, and pathways, through regular blowing down, debris removal (debris vacuum), sweeping, and general upkeep.
- Perform routine maintenance tasks such as mowing, trimming, fertilising and weed control of all lawn areas, trimming of hedges, roses, and trees, weeding, and mulching of garden beds and watering of plants and lawns to uphold the aesthetic appeal of the school grounds.
- Identify and promptly report any safety hazards or maintenance issues to the appropriate personnel for resolution and assist where necessary.
- Collaborate with Infrastructure Manager to implement preventive maintenance schedules and ensure the efficient operation of outdoor facilities.
- Inspect equipment is good working condition before use and assist in the procurement and maintenance of equipment and supplies necessary for grounds maintenance activities.



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Events:

- Coordinate with school staff to plan and set up events such as assemblies, open days, sports days, and other school functions, ensuring that all requirements are met.
- Arrange seating, signage, marquees, and other equipment as needed for each event, considering factors such as audience size, seating arrangement, and event theme.
- Ensure that all event spaces are clean, organised, and prepared for use, including setting up audiovisual equipment, refreshment stations, and activity areas.
- Provide on-site support during events, addressing any last-minute requests or issues to ensure the smooth running of the event.
- Assist with the dismantling and cleanup of event spaces following the conclusion of each event, including the removal of equipment, signage, and waste materials.
- Collaborate with the Infrastructure Manager to assess event setup procedures and identify opportunities for improvement.

- Monitor the ticket system (Spiceworks) to address any event and grounds maintenance request in a timely manner.

All key responsibilities will involve working collaboratively with other members of the maintenance department to ensure that they are informed of any assistance needed and are knowledgeable of occupational health and safety requirements when working with or around you.

BUILDING REPAIRS LEAD

The Building Repairs Lead will play a critical role in maintaining the functionality and safety of buildings and facilities within Girton Grammar School. This position requires a skilled all-rounder individual to promptly address issues, collaborating closely with the maintenance team and contractors to prioritise and execute repairs efficiently.

Key Responsibilities:

- Monitor the ticket system (Spiceworks) to address any maintenance request in a timely manner.
- Conduct minor repairs to buildings and facilities as needed and within scope of skills.
- Inspect buildings and facilities regularly to identify repair needs and potential safety hazards, taking proactive measures to address them.
- Prioritise repair tasks based on urgency and impact on the learning environment, ensuring that critical issues are addressed promptly.
- Collaborate with the maintenance team to coordinate repair efforts.
- Maintain accurate records of repair activities, including work orders, materials used, and completion status, to track progress and ensure accountability.
- Communicate effectively with school staff, administrators, and external contractors to coordinate repair activities and minimise disruptions to daily operations.
- Monitor the performance of building systems and equipment, identifying opportunities for preventive maintenance to prevent future issues.
- Assist in the procurement of materials, tools, and equipment necessary for repair projects, ensuring cost-effective solutions without compromising quality.
- Participate in training and professional development opportunities to enhance skills and stay updated on emerging technologies and repair techniques.



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- Monitor the ticket system (Spiceworks) to address relevant requests in a timely manner.

All key responsibilities will involve working collaboratively with other members of the maintenance department to ensure that they are informed of any assistance needed and are knowledgeable of occupational health and safety requirements when working with or around you.

GENERAL RESPONSIBILITIES / CASUAL STAFF RESPONSIBILITIES

Graffiti Removal:

- Monitor and promptly remove any graffiti on school property.
- Coordinate with teachers, if necessary, to prevent recurrence.

Toilet Maintenance:

- Clear blocked toilets and address plumbing issues to maintain proper functionality.
- Conduct routine inspections to identify potential problems and address them proactively.

Equipment Maintenance:

- Inspect, maintain, and repair school equipment, including but not limited to lawn mowers, power tools, and other machinery used in groundskeeping and maintenance activities.

Pest Control:

- Monitor and address pest issues within the school premises, implementing preventive measures and coordinating with pest control services when necessary.

Waste Management:

- Oversee proper waste disposal practices, including recycling initiatives and the safe handling of hazardous materials.

Seasonal Tasks:

- Adjust maintenance activities according to seasonal needs, such as leaf collection, and preparing outdoor spaces for changing weather conditions.

Emergency Response:

- Act as a key team member during emergency evacuations.

Security Support:

- Ensure the safety and security of the premises, ensuring gates and perimeter are secure and remain locked until 8:00am reporting any suspicious activities and participating in security drills.

Record Keeping:

- Maintain accurate records of maintenance activities ensuring all tasks undertaken are lodged in the ticketing system.

Training and Orientation:

- Provide training and orientation to new team members, ensuring they are familiar with safety protocols, equipment usage, and maintenance procedures.



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Collaboration with School Community:

- Establish positive relationships with staff, students, and parents, addressing any concerns related to grounds and maintenance and actively seeking feedback for continuous improvement.

Technology Integration:

- Utilise the ticketing system to streamline maintenance processes, track work orders, and enhance overall efficiency.

Physical requirements of the Grounds and Maintenance team:

The Grounds and Maintenance team must be physically capable of undertaking a range of duties safely and adhere to the Occupational, Health and Safety procedures and guidelines including the use of PPE, when necessary. Examples include but are not limited to the following.

- work is normally performed outdoors and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises.
- moving and manoeuvring furniture and equipment within the office/school environment
- exposure to and safe handling of potentially dangerous materials, substances and situations that requires following safety precautions and may involve the use of protective equipment (PPE)
- the use of tools, machinery and other equipment that require following safety precautions and may involve the use of protective equipment.

From time to time, the Maintenance and Grounds team will be required to undertake other duties, as directed by the Infrastructure Manager, Deputy Principal or the Principal.

KEY SELECTION CRITERIA / ESSENTIAL QUALIFICATIONS/SKILLS

1. A practical working knowledge of grounds and gardening equipment and machinery such as lawnmowers, hedgers, edgers, chainsaws, brush cutters, line trimmers are desirable.
2. A practical working knowledge of building trade methods, materials, and equipment. And the ability to use the required tools and equipment skilfully and safely (e.g. operate power saws, drills, sanders, hand tools, and drill press etc.) is desirable.
3. Previous experience within a similar role within either the building and/or grounds position
4. Ability to comply with Workplace Health and Safety legislation and professional regulations to reduce the risk of harm to self and others.
5. Strong organisational skills and the ability to collaborate effectively with school staff to ensure the seamless execution of events and the upkeep of outdoor spaces.
6. Ability to prioritise workloads and manage multiple tasks with competing timelines.
7. Ability to undertake the physical requirements of the role, both as a member of a team as well as autonomously on some occasions
8. Sound interpersonal communication and organisational skills
9. The ability to understand and adhere to child safety requirements and demonstrate appropriate behaviour within an educational environment when engaging with children, including children with diverse needs and backgrounds.
10. The ability to use and/or acquire the skills to use some information and communication technologies (ICT).
11. A willingness to engage in professional development and training as required.

PERSONAL CHARACTERISTICS



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- Open-minded and collaborative
- Optimistic and enthusiastic
- Personal integrity, honesty and fairness
- Creative and organised.
- Builds relationships and develops trust with students, staff and families.
- Remains calm, focussed and maintains perspective when dealing with difficult situations.

MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration
- Complete all mandatory reporting training and education about Child safety
- Adhere to the Schools Child Protection Policies and Procedures
- Report suspected cases of child abuse in accordance with school policies

OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these
- Assuming allocated roles in the School's emergency response or occupational health and safety structures
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee
- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels

ADDITIONAL INFORMATION.

Appointment of successful applicants will be made subject to a satisfactory pre-employment check.

A six-month probation employment period applies to all new staff members commencing employment at Girton Grammar School.

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.



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Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

REFERENCE DOCUMENTS

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

APPROVAL

Developed by HR	December 2022	Reviewed	February 2024
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