



# Grounds Maintenance Worker

## Role Description

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Classification:	School Services Officer (SSO) Cat A
Reporting to:	Business Manager
Hours per Week:	38 hrs per week (Full-Time)

### Introduction

Lavalla Catholic College seeks to provide a child-safe environment. We actively promote the safety and wellbeing of our students, and our staff are committed to protecting students from abuse or harm, in accordance with their legal and ethical obligations. Lavalla Catholic College's Child Safe policies and practices and our Staff Code of Conduct are available on our website.

All staff at Lavalla College will demonstrate a commitment to child safety.

### Vision Statement

Lavalla Catholic College is a welcoming, inclusive community called to make Jesus known and loved through education in the Marist Tradition. With '*Strong Minds and Compassionate Hearts*' we unite to inspire, journey with and prepare learners for life in our changing world.

### Mission Statement

In our daily actions we build positive relationships following the model of Jesus Christ.

We are inspired by the Marist Characteristics of Simplicity, Love of Work, In the Way of Mary, Presence & Family Spirit.

### General

The Ground Maintenance Worker is a member of the Maintenance management team and will from time to time be needed to assist in other areas. On a daily basis is under the direction of the Works Foreman and accountable directly to the Business Manager.



### **Responsibilities include the following duties:**

- upkeep of the College equipment;
- to maintain the lawns and grounds
- Landscape by planting flowers, grass, shrubs, and bushes when necessary.
- Cut down tree limbs that are posing a danger in consultation with arborist.
- Trim shrubs and pull weeds.
- Perform minor repairs and maintenance procedures on equipment utilized in grounds keeping.
- Rake, mulch, and prune the grounds as needed.
- Water plants and grass as needed and apply fertilizer.
- to meet with the Works and Maintenance Co-ordinator on a daily basis;
- execute Work Program as directed by the Business Manager and or Works and Maintenance Co-ordinator;
- ensuring that the working shed at the Kildare Campus is secure at all times;
- ensuring that the College surrounds are secure and notify the Business Manager and or Works and Maintenance Co-ordinator with respect to overall security of the College surround;
- perform other duties as directed by the Business Manager and or the Works and Maintenance Co-ordinator;
- keep all dangerous liquids in a safe place;
- keep shed and store room neat and tidy;
- to transport furniture and equipment when required;
- notify reception of movements on and off each campus;
- pick up and tidy any litter when appropriate;
- to assist the emptying of wheelie bins when required;
- careful use of College equipment;
- all work to be planned and executed promptly with all unwanted waste and materials disposed of after every task;
- Perform a high standard of maintenance and works at all times.
- To be available in emergency situations
- Prepare and maintenance a schedule for upkeep of garden beds & hedges
- Any other duty as requested by the Principal or Business Manager

### **General Requirements:**

- Informing front office if absent from the Campus
- No use of College Equipment for personal work, without express permission of the Business Manager
- Careful use of the College Vehicles.

### **Selection Criteria:**

- Understanding of OHS guidelines
- 2+ years' grounds keeping experience
- A qualification in horticulture or landscaping would be preferred
- Must be a reliable worker who is able to perform routine tasks without supervision
- Strong attention to detail required



- Have a current working with children check (employee not volunteer)
- Be supportive of the philosophy of Catholic education
- Be able to provide care and support for students whilst supporting and respecting the ethos of the school and its environment.