

## Position Description

**Position Title    General Hand**

### Purpose of the Position

Macquarie Anglican Grammar School and Boarding Campus require a Grounds Person to maintain and enhance the grounds and buildings primarily and to provide support for our School activities and events.

This position will require working at both School sites, although primarily based at the day school.

The Grounds Person will also be required to drive a bus occasionally, and training can be provided if required. This duty may result in working outside the usual hours of employment.

This position plays an important role in the School community by demonstrating a helpful attitude and willingness to serve as they undertake their tasks.

This position directly reports to the Infrastructure Manager

#### Key Working Relationships

Executive and School Administrative Team

#### Hours of Work

0730 am - 330 pm Monday - Friday

The Grounds Person may be required to work after hours or occasionally on weekends.

### The Role

#### Key Responsibilities

- Ground maintenance - Ensure that grounds and gardens are maintained and well-kept.
- Ensure that the equipment used is regularly maintained and serviced as required.
- Support of the Technology and Applied Sciences Department.
- Support the Agricultural and science Departments.
- Support of the Boarding facility, including assisting in the coordination of contractors.
- Set up and pack down for events and other school activities.
- Ad hoc cleaning of equipment and/ or spaces.
- Bus Driving.
- Assist in preparing and implementing the School's maintenance program.
- Provide support so that the day-to-day activities undertaken by the School are conducted in an orderly manner.
- Assist with preventative maintenance audits.
- Complete incident reports as required.

## Skills & Knowledge

### Key Selection Criteria

- Customer focus, with good communication skills.
- Punctuality, reliability and flexibility.
- Problem-solving skills.
- Competency in maintenance and gardening activities.
- Ability to perform general handyman tasks.
- An appropriate level of fitness and good health.
- Current Working with Children Check (Employee)
- Current Medium Rigid (Or higher) Licence
- Current Forklift Licence

### Professional Requirements

- Actively support the school's mission as a member of the *Anglican Schools Corporation* through your professional and personal example both in and out of the School.
- Having an active Christian Faith.
- Be well presented, well spoken, and an ambassador for the School through your demeanour.
- Comply with all Child Protection legislation.
- Work under pressure
- Set priorities and meet deadlines.
- Communicate effectively with a wide range of people, from young students to staff and external community members.
- Comply with all relevant policies and procedures relating to Workplace Health and safety and report all hazards and unsafe workplace practices to the Health & Safety Committee.
- Maintain Working with Children Check clearance and comply with all relevant policies relating to Working with Children.
- Retain current First Aid / CPR/ Anaphylaxis and Asthma certification.

### Involvement in School Life

- Attendance at Staff Devotions.
- Attendance at other staff meetings as required by the Headmaster and the Executive
- Perform other duties that are deemed appropriate by and in negotiation with the Infrastructure Manager and or Headmaster as required from time to time.