

NOTE TO APPLICANTS

Instructions on how to apply for this position.

Please include with your Resume or Curriculum Vitae, a covering letter addressing and including your demonstrated evidence to the Statement of Key Outcomes and Associated Activities.

Applications to be address to:- Tyna Newman

Business Manager

tyna.newman@encounter.sa.edu.au

Job & Person Specification

Title of Position:	Maintenance & Grounds		Type of Appointment											
Classification:	Lutheran School Officer	<input type="checkbox"/>	Permanent Full Time	Commencing/...../.....										
Level:	2	<input type="checkbox"/>	Permanent Part Time	Finishing/...../.....										
Stream:	Services		No. Days Per Week	<table border="1"> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> </tr> <tr> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </table>	M	T	W	T	F	✓	✓	✓	✓	✓
M	T	W	T	F										
✓	✓	✓	✓	✓										
Location:	Victor Harbor		Start Time:	7.30										
			Finish Time:	4.00										
Award:	School Assistants	Hours Per Week:	38											
	(Non Government) Award	Weeks per Year:	48	J&P Spec – JP17										

Job & Person Specification Approval

Principal: Mr Kelvin Grivell/...../..... | **Business Manager:** Mrs Tyna Newman/...../.....

Our Vision:- 'To be a connected community where innovative teaching inspires action and where God's love is shared and celebrated.'

JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to Encounter's goals (it's expected outcomes and how it is achieved).

The Maintenance & Grounds Person is responsible for assisting with the upkeep and maintenance of our College property inclusive of all buildings, grounds, gardens, ovals, paths, sheds etc.

The Maintenance & Grounds Person is required to participate in a team environment to ensure that the building and College property is maintained to a high standard. The incumbent is required to assist with new developments and projects that will occur from time to time.

WHS must be at the fore, when undertaking tasks, ensuring that risk assessments are undertaken, standard operating procedures are observed and adhered to and also assist in the maintaining of compliance registers such as preventative maintenance & safety improvements.

2. Reporting / working relations (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships).

The Maintenance & Grounds Person is responsible to the Business Manager and accountable to the Principal.

The Maintenance & Grounds Person will liaise with College staff, and contractors of the College and therefore a positive, proactive, teamwork approach is essential.

3. Special Conditions (such as non-metropolitan location, travel requirements, frequent overtime etc).

This position is located at Victor Harbor, which is approximately 85 kilometres from Adelaide on the Fleurieu Peninsula. A driver's license is essential and willingness to drive; some intrastate and interstate travel may be required; some out of normal hours may be required to meet specific deadlines and the incumbent will actively participate in Encounter's annual performance appraisal process. Encounter Lutheran College is a smoke free environment, with a no smoking policy in place.

4. Statement of Key Outcomes and Associated Activities:

The incumbent is required to assist in the following functions:

4.1 Maintenance of Grounds:

- ✚ Maintenance of grounds to generally include the below, but not limited to;
- ✚ Watering, mowing, marking and general care of our oval;
- ✚ Planting, watering and care of trees, shrubs and plants;
- ✚ Care of lawns, gardens and irrigation systems;
- ✚ Weed eradication by spraying and removing;
- ✚ Cleaning and safety inspections to paths, roadways, fencing, gates, playground equipment and pits, sporting equipment, drainage systems above and below ground;
- ✚ Assist with the general tidiness of the College.

4.2 Maintenance of Buildings & Equipment:

- ✚ Minor maintenance of buildings & equipment;
- ✚ Painting as required;
- ✚ Moving, maintenance and storage of furniture;
- ✚ Attention to minor repairs;
- ✚ Maintenance of plant and equipment associated with the upkeep of the College;
- ✚ Emptying and cleanliness of rubbish bins;
- ✚ Coordinate the servicing of plant & equipment in accordance to manufacturer's instructions.
- ✚ Any general duties as required.

4.3 Contractors & Suppliers

- ✚ Required to work alongside contractors and suppliers as directed by the Business Manager;

4.4 Assist with the purchasing of supplies / equipment in consultation with the Business Manager;

- ✚ Purchasing of items required for or events, functions and general supplies.
- ✚ Other duties as determined from time to time.

4.5 General duties

- ✚ Assist with the coordination of College activities and functions as and when required, such as events in the Kondole, parent information nights, open days, musicals, sports days etc.
- ✚ Ensure that safety standards are adhered to and maintained such as Work Health Safety, JSA's SOPS and SWMS.
- ✚ Ensure that items are recorded on preventative maintenance schedules and safety improvement registers.
- ✚ Assist with performing workplace inspections as required.
- ✚ Be willing to work extra hours during the year. The hours of work and duties may vary from time to time.

5. ESSENTIAL MINIMUM REQUIREMENTS

5.1 Characteristics considered necessary for successful outcomes in this position:

- ✚ Display a commitment and passion to develop and maintain grounds and facilities to the highest standard.
- ✚ Be able to work unsupervised and possess the ability to program and schedule work.
- ✚ Ability to exercise attention to detail with all work performed.
- ✚ As part of the Grounds and Maintenance team, contribute positively, enthusiastically and safely towards the improvement of work related systems on College grounds and property.
- ✚ Be able to work cooperatively with staff, and the College community;
- ✚ Able to demonstrate excellent interpersonal and problem solving skills;
- ✚ Be committed to complying with Work Health Safety policies and procedures;
- ✚ Must possess computer skills, relating to email, word and internet programs.
- ✚ Understand and support the ethos of a Lutheran coeducational R-12 College.
- ✚ Excellence in positive communication and literacy skills.
- ✚ Self-motivation, flexibility and time management skills.
- ✚ Ability to work as an effective member of a team committed to excellence in Christian Education and maintain the principles promulgated by the College.

5.2 Maintain a high quality of customer service, professionalism, flexibility and personal values by:

- ✚ Display a commitment to providing quality services to internal and external College communities and business partners.
- ✚ Possess the ability to promote positive staff morale and a team ethic.
- ✚ Display high levels of initiative, responsibility and accountability.
- ✚ Display an ability to adapt to and changing environment.
- ✚ Demonstrated communication skills, both verbally and in writing.
- ✚ Possess a professional outlook on education and the needs of the students.

5.3 Contribute to Encounter's values of Christian Practices by:

- ✚ Demonstrating a strong commitment to the ethos of Lutheran Colleges.
- ✚ Setting good examples of Christian living in the College and in his/her private life and in particular be an active worshipping member of a Lutheran / Christian congregation.
- ✚ Be able to work cooperatively with other staff members and be a leader in team building.
- ✚ Demonstrating high levels of courtesy, politeness and friendliness to all customers.
- ✚ Attending the Staff Spiritual Retreat on an annual basis.
- ✚ Be committed to undertaking out of hours activities if required, related to promotional and educational aspects of the College.

5.4 Personal Abilities/Aptitudes/Skills (Related to the job description, and expressed in a way which allows objective assessment). Demonstrated ability to:-

- ✚ Communicate effectively, both verbally and in writing with a multitude of people and children.
- ✚ Ability to cope with fluctuations in work volumes, giving close attention to detail, determining priorities, plan and organise workloads, work under pressure and maintain deadlines.
- ✚ Exercise initiative, work with limited direction, and operate as an effective member of a team.
- ✚ Deal with sensitive issues and maintain a high level of confidentiality.
- ✚ Analyse problems, exercise judgement, initiative and to recommend improvements, changes to current practices and procedures.
- ✚ Possess skills which facilitate and foster cooperation and interaction.
- ✚ Computer skills including the Microsoft Suite of products.
- ✚ Contribute to team building and work in a team environment.
- ✚ Ability to process data and formulate reports.
- ✚ Ability to make decisions on issues when procedures are unclear.

5.5 Tertiary / TAFE Qualifications

- ✚ An appropriate trade certificate would be an advantage.

5.6 Training and Knowledge

- ✚ Able to demonstrate knowledge and experience in a similar work environment;
- ✚ The College would expect that the incumbent have a pre-knowledge, or would be willing to undertake training of the following:-

First Aid Certificate
Child Safe Reporting
Valuing Safe Communities training
WHS procedures & CompliSpace

5.7 Experience

- ✚ Experience in horticulture and turf management.
- ✚ Working in a computer orientated environment.
- ✚ Working in a College or child orientated environment.
- ✚ Experience in working and participating in a team environment.

5.8 Knowledge

- ✚ Knowledge of horticulture, desirable however not essential.

6.0 Desirable

- ✚ Have and awareness of building regulations and relevant statutory requirements;
- ✚ Have the following qualifications and / or training in:
 - Manual Handling
 - Hazard Management
 - Working at Heights
 - White Card
 - Safe Chainsaw Operation
 - Job Safety Analysis – Hazard Awareness
 - Herbicide / Pesticide Training
 - Risk Assessments

7.0 Work Health and Safety (WHS)

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

As a worker, while at school you must:-

- ✚ Take reasonable care for your own health and safety;
- ✚ Take reasonable care that your action or omissions do not adversely affect the health and safety of other persons;
- ✚ Comply, in so far as you are reasonable 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.