

Status:	Full Time Permanent Position 38 hours per week, 48 weeks per annum
Area of appointment:	Grounds & Maintenance
Position Reporting to:	Business Manager
Grade & Remuneration:	The Hills Christian Community School Inc. – General Staff Grade 4 Year 1 \$80,433 per annum
Pre-requisites:	Suitable experience. These additional qualifications/certificates are required:- <ul style="list-style-type: none"> • Current Working with Children Certificate (WWCC) • Current Responding to Risk of Harm Abuse and Neglect Certificate (RRHAN-EC) • Current First Aid Certificate • Current Driver's License • Desirable: A sound knowledge in mechanics and Certificate 3 in Horticulture qualifications, or a trade.

Introduction and Role Purpose

Hills Christian Community School occupies 19 acres within the picturesque Adelaide Hills. Students are immersed in nature which stimulates and inspires both creativity and curiosity. The unique backyard of the school allows the learning environment to extend beyond the four walls of the classroom into a space where students can learn, grow and play with nature. We strive to bring joy to education by re-establishing connection with the natural environment and promoting a curriculum which advocates sustainability.

The Grounds and Maintenance Manager plays a crucial role in our school's commitment to providing a clean, safe, and visually appealing environment. This leadership position is responsible for overseeing and coordinating all aspects of groundskeeping, landscaping, and facility maintenance. The individual in this role will ensure that our physical spaces are well-maintained contributing to a welcoming atmosphere.

We are looking for candidates:

- Who will support the Vision of the School as stated in the Constitution
- Whose personal Christian faith, is reflected in his/her daily living
- A commitment to a team environment
- A pleasant, welcoming and receptive personality
- Well organised
- An ability to work independently and learn quickly
- Ability to lead a dedicated team
- Who is able to be flexible and capable of fulfilling a variety of duties

Responsibilities:

Leadership:

- Ability to forward plan with your team so that the basic grounds and maintenance duties and projects are completed efficiently
- Demonstrate an excellent work ethic that your team will feed from and follow
- Communicate effectively so your team fully understand their individual roles and what is expected of them
- Delegate and coordinate projects for your team members
- Be mindful of activities around the School that your work may impact on
- Liaise with the Business Manager, or Principal, to keep them abreast of the overall performance of your team.

Administrative Roles:

- Check emails to update new grounds and maintenance requests from staff
- Organise casual workers as needed
- Organise contractors as needed and diary for regular work on grounds/maintenance such as vehicle servicing (ute, tractors and mowers), window cleaners, carpet cleaning, fire extinguisher, air conditioner and gutter cleaning services, electrical and plumbing work and playground soft fill etc.
- Complete audits on asbestos, playgrounds, electrical (exit lights & RCP's) etc. in each term break, or as required.

Security:

- Dis-arm the School when arriving each morning
- Ensure all buildings are securely locked under the Grounds/Maintenance umbrella.

Grounds & Maintenance Duties:

- Blow down paths and remove any rubbish each morning to tidy the school grounds
- General upkeep of gardens and lawns including, mowing, coring, scouring and fertilising
- General building and equipment maintenance as required
- Maintain tools and equipment in a working order
- Smaller scale landscaping and paving projects
- Annual upkeep of the Verdun Hall car park
- Coordinating smaller painting projects around the School (including staining decking)
- Other duties as requested by School Executive Leadership from time to time

Work, Health & Safety (WHS):

- Report any incidents (involving yourself or others), hazards or near misses to the WHS Coordinator, so that appropriate remedial action may be taken
- Participate in Evacuation Drills as instructed by the Executive Leadership Team
- Complete Risk Assessments on all medium to larger scale grounds projects or as required
- Create, update and maintain Standard Operating Procedures on all the Grounds/Maintenance equipment
- Coordinate the annual Testing & Tagging of mobile electrical equipment
- Attend WH&S meetings as the Grounds/Maintenance Team representative.