

Status:	Contract Position until 31 st December with a view to permanency depending on performance. Full Time 38 hours per week.
Area of appointment:	Grounds & Maintenance
Position Reporting to:	Grounds & Maintenance Manager's
Grade & Remuneration:	The Hills Christian Community School Inc. – General Staff Grade 1 to 2 depending on experience. \$59,729 – 73,820 per annum
Pre-requisites:	Suitable experience. These additional qualifications/certificates are required:- <ul style="list-style-type: none"> • Current Working with Children Check (WWCC) • Responding to Risks of Harm Abuse & Neglect (RRHAN-EC) • Current First Aid Certificate • Current Driver's License • Certificate 3 in Horticulture qualifications, or a trade are preferable.

Personal Specification:

Staff members of The Hills Christian Community School Inc. are expected to uphold and demonstrate personal qualities and behaviours which are consistent with the School's statement of Aims and Objectives and its Statement of Belief. These include:

- A personal Christian faith, which is reflected in your daily living
- Excellent observation and awareness
- Reasonable written and verbal communication skills
- A commitment to a team environment
- A pleasant, welcoming and receptive personality
- Well organised
- An ability to work independently, learn quickly and show initiative
- Demonstrate an excellent work ethic

Security

- Dis-arm the School when arriving each morning (if you are the first to arrive)

Grounds & Maintenance Duties

- Demonstrated knowledge of garden & plant systems
- Observe, recommend and/or enact upon identified grounds and maintenance issues
- Blown down (of leaves) and remove any rubbish each morning to tidy the school grounds
- Lawn Mowing
- Weeding
- General building and equipment maintenance as required from time to time
- Maintain tools and equipment in a working order ensuring that they are kept securely
- Transferring of furniture as required by teachers to meet their classroom needs
- Assist with the set-up for School functions (i.e. tables, chairs, BBQ's)



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Role Description Grounds & Maintenance

- Attempt to unblock toilets as they occur, reporting to the Manager if further remedial work is required
- Attend to projects such as paving, planting of vegetation, construction of retaining walls
- Be mindful of activities around the School that your work may impact on
- Any other duties as requested by the Grounds & Maintenance Manager or the Business Manager 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 if required
- Create, update and maintain Standard Operating Procedures on all the Grounds/Maintenance equipment
- Attend WH&S meetings as the Grounds/Maintenance Team representative if the Manager is not able to.