



ST MARY OF THE ANGELS SECONDARY COLLEGE, NATHALIA

GROUNDS AND MAINTENANCE SUPPORT STAFF SCHOOL SERVICES OFFICER –

ROLE DESCRIPTION

Rationale & Purpose

The presentation of the College's buildings and grounds is essential to the preservation of the College's reputation within the community. A well maintained school with well cared for grounds and gardens also contribute to the esteem and well being of the students and the staff.

Attractive, neat, clean and well-maintained grounds and buildings provide the opportunity for an optimal educational experience for students. They also provide a place of welcome for parents and visitors.

Organisational Relationships

Direct report to the Grounds and Maintenance Manager and College Business Manager.
Responsible to the Principal.
Liaise with the Deputy Principals.
Member of grounds and maintenance staff team (**not** cleaning staff).

Specific Areas of Responsibility

General

In liaison with the Grounds and Maintenance Manager, plan and execute small scale landscaping operations and grounds maintenance. Participate with other grounds and maintenance staff in preparing and grading terrain, applying fertilizers, seeding and sodding lawns, transplanting shrubs and plants, using manual and power-operated equipment according to safety requirements.

- Plan lawn and plant and cultivate them, using gardening implements and power-operated equipment.
- Plant new and repair established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location.
- Locate and plant shrubs, trees, and flowers selected by Grounds and Maintenance Manager or those recommended for particular landscape effect.
- Mows and trims lawns, using hand mower or ride-on mower.

- Trim shrubs and cultivate gardens.
- Clean grounds, using rakes, brooms and hose.
- Spray trees and shrubs, and apply supplemental liquid and dry nutrients to lawn and trees.
- May dig trenches and install drain tiles.
- May make repairs to concrete and asphalt walks and driveways.
- Any other reasonable duties as directed.

Occupational Health & Safety

Occupational Health and Safety laws are to be observed at St. Mary of the Angels by grounds and maintenance staff.

This includes, but is not limited to:

- Adopting safe practices in use of machinery and equipment
- Adopting safe practices in undertaking duties to ensure the safety of self and others;
- Ensuring the appropriate storage, labeling and use of hazardous substances for gardening and maintenance purposes;
- Participating in OH&S seminars, workshops and other educational forums as required;
- Report promptly on any areas identified as not meeting OH&S standards;
- Contribute to the overall health and safety of St. Mary of the Angels;
- Ensure a practical knowledge of Critical Incident report;
- Ensure familiarity with St. Mary of the Angels Emergency Evacuation & Containment policies and procedures;
- Ensure familiarity with and follow St. Mary of the Angels Manual Handling policies and procedures.

Maintenance

Undertake minor repairs and maintenance at St. Mary of the Angels as directed by the Grounds and Maintenance Manager.

Occupational Health and Safety requirements are to be met at all times and are a College priority.

St Mary of the Angels is a sun smart and smoke free College.

Developed: April 2012
Reviewed: October 2012
To be reviewed October 2013 by: Principal, Business Manager &
G & M Manager