



BRISBANE GRAMMAR SCHOOL
DUTY STATEMENT – GROUNDS STAFF

Job Title: Name:	Grounds Staff ..
Responsible to:	Facilities Manager
Position objective:	The primary objective of this role is to prepare & maintain the School's grounds, Sports fields and landscaped areas to the highest standard. It is also expected that this role will carry out other duties as part of a team, to set up rooms, halls etc. for functions, assemblies, exams etc.
Key responsibilities:	<ol style="list-style-type: none">1. Provide a high standard maintenance and grounds support service.2. Maintain ovals, lawns and gardens as required3. Traffic control duties for the School Drop off / pick up zone, as required4. To make sure all grounds machinery is well maintained and serviced5. To use the correct Personal protective equipment as required,6. To assist with the scheduled set ups for School events, parking, assemblies, concerts, exams etc.7. To be flexible in the demands, and operational needs of the School8. To report and defects or Hazards immediately to the Maintenance foreman or Facilities Manager.

A. JOB REQUIREMENTS (What are the key activities for the role?)

Key Responsibility Area 1		1. Grounds Maintenance
Key Tasks:		Job holder is successful when:
<ul style="list-style-type: none">• The School grounds are to be maintained and presented to an impeccable standard at all times.		<ul style="list-style-type: none">• Mowing and maintenance of the campus lawns• Maintenance of all gardens and flora• Maintaining irrigation systems• Daily blow down of the campus footpaths and drives• Application of appropriate fertilizers and herbicides.



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	<ul style="list-style-type: none"> Sports field maintenance & line marking
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Key Responsibility Area 2	2. Workplace, health and safety
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none"> Understanding and implementing the employees and employers WH&S Obligation. Ensure uncompromised compliance with the BGS Child Protection Policy & Child Risk Management Strategy The School's policies and procedure Correct use of plant and machinery Correct use and application of Fertilizers and pesticides 	<ul style="list-style-type: none"> Attend Mandatory safety 'tool box talks' conducted by The School's WH&S team Hazards are routinely identified and rectified / reported to the Maintenance Foreman To acknowledge and sign the Standard Operating Procedures for the ground's machinery and equipment To have the full capability and understanding to apply Workplace Health & Safety Standards in relation all Grounds operations and procedures (use of correct signage, PPE, manual handling) To have viewed, read and understood all The School Policies and procedures.



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Key Responsibility Area 3	3. Team Work
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none">Supports productive working relationships	<ul style="list-style-type: none">To have the ability to carry out grounds duties with limited supervision, and cooperatively participate as a team member when required.

Key Responsibility Area 4	4. Venue Logistics
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none">The School facilities are made available in accordance with the approved Social and Activities Diary calendar bookings	<ul style="list-style-type: none">Assistance provided on campus traffic control and visitor parking on the School's OvalsAttend to various set requirements as instructed by the Maintenance Forman (assemblies, concerts, exams etc.)As the ability to priorities daily and weekly grounds works, in conjunction with other operational needs of the School, (scheduled sets and events)Any grounds work or projects are carried out, efficiently, cost effectively, and to the standards expected.Working with and alongside the School's sub-contractorsLiaison with other trades as the needs arise.Grounds and maintenance works as required to the School's residencies, and other off campus facilities



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Key Responsibility Area 5		5. School Vehicles & Plant
Key Tasks:		Job holder is successful when:
<ul style="list-style-type: none">The Safe use of School vehicles both on and off campus		<ul style="list-style-type: none">The School is a highly pedestrianized precinct, staff must abide by all the speed restriction and signsPedestrians take priority whilst driving on campus.Staff must abide by road rules whilst driving off campus and be courteous to other drivers and pedestriansVehicles must be signed out and in by the driverAll defect and repairs must be reported immediately to the maintenance Forman or facilities managerAcknowledge and sign the School utility vehicles / buggies conditions of use document

Key Responsibility Area 6		6. Security
Key Tasks:		Job holder is successful when:
<ul style="list-style-type: none">The School's campus building and facilities are to be kept secure at all times		<ul style="list-style-type: none">Awareness of the need for security in relation to rooms and buildings, personal property and equipment.To be vigilant in questioning any person on campus who doesn't appear to have links with the School.To ensure grounds sheds, machinery, and chemicals are securely locked.



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	<ul style="list-style-type: none">The BGS Child Protection Policy & Child Risk Management Strategy is complied with at all times
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Key Responsibility Area 7	7. Personal Objectives & Individual Development Plan
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none">Annual Discussions with the Facilities Manager to prepare personal objectives & individual development plans	<ul style="list-style-type: none">The personal objectives and individual development plans are achieved and reviewed with the Facilities Manager

B. PURPOSE AND VALUES REQUIREMENTS

Core Area of Responsibility	General Conduct
Key Tasks	
<ul style="list-style-type: none">Act at all times in accordance with the BGS Code of ConductAct in accordance with BGS policies and proceduresComply with the BGS Workplace Health and Safety system and procedures	



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C. RECRUITMENT INFORMATION (The essential knowledge, experience, skills and personal attributes required for the job)

Competencies

Essential Skills and Experience:

- To have a minimum three years' experience in grounds and gardening duties (provide a minimum of two references)
- A thorough understanding of MSDS in relation to the safe use of all chemical and substances related to the role
- The ability to show initiative, and work with minimal supervision
- The ability to respond to changing demands of the post and the operational needs of the School
- Ability to prioritise work and manage time effectively
- Courteous and respectable to the Grammar Community
- Consistent, punctual and reliable,
- Effective communication skills both written and verbally

Essential Digital Skills:

- Basic computer skill to access the School's leave requests & payslip program.

Personal Attributes:

- Ethically sound with uncompromising integrity
- Well-developed verbal and written communication skills
- Well –presented and customer focused

Qualifications & License's:

- To have an open QLD car license
- Hold a current Commercial operators license for grounds distribution of Herbicides
- Hold or to be eligible for a positive notice and a blue card through the Department of Justice and Attorney-General
- A Horticultural Qualification (minimum Cert 3)



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C. APPROVAL

Manager's Name:	Craig Derrick
Approval date:	
Employee Name:	
Employee Signature:	