**POSITION DESCRIPTION**

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| **POSITION TITLE:**  | **Groundsperson** |
| **SECTION**: | **Services Staff** |
| **REPORTS TO:** | **Principal**  |
| **CLASSIFICATION:** | **Services Staff – Level 3** |
| **AWARD:** | **Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023** |
| **LOCATION:** | **St Joseph’s Catholic School, Mount Isa** |

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| **OUR ORGANISATION** |

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

**OUR SYSTEM VISION**

*“The promotion of the human person is the goal of the Catholic school”*

*THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998*



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| **ABOUT THE ROLE** |

St Joseph's Catholic School, Mt Isa is a co-educational school of more than 310 Prep to Year 6 students. Students are provided with specialist teaching in Music, Drama, Instrumental Music, Physical Education, Library and Italian (LOTE). With an Inclusive Education Team the school differentiates for student ability, helping children develop competence at their own skill levels. The Indigenous Education Department works with students, families and the community to establish partnerships for successful learning.

The Groundsperson contributes to the effective and efficient operation of St Joseph’s Catholic School, Mount Isa by providing a high level of maintenance and development of the facilities. The Groundsperson will work within a team to provide resource management, a safe and pleasant environment for students and employees and create a physical environment that is conducive to learning and safe student movement. The Groundsperson ensures that a high standard of safe play area is maintained.

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| **KEY ACCOUNTABILITIES** |

* Basic maintenance (including preventative maintenance) to equipment, grounds and gardens in accordance with schedules and routines or as directed by the Principal/Finance Secretary/WHS Officer including:
* Lawn and garden establishment and maintenance
* Installation and maintenance of irrigation systems
* Operation of a specialised range of machinery eg. ride on mower, GOAT, pole and chain saws and tenant machine
* Use of herbicides and pesticides, compliant with safe work practices
* Control and maintenance of stores and facilities
* Assisting with building maintenance, painting, general clean and washing down of facilities
* Carry out minor repairs to the schools property and equipment as requested
* Assist with the set up and dismantling equipment for school functions
* Ensuring all work tasks comply with Workplace Health and Safety requirements by liaising with the WHS Officer
* Other duties as determined by the Principal/Finance Secretary/WHS Officer.

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| **STATEMENT OF RESPONSIBILITY** |

The carriage of the role will always presume the role-holder’s responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one’s self or others.

Employees will:

* Adhere to Work Health and Safety instructions
* Promote a commitment to safe work practices
* Be familiar with workplace incident, hazard and accident reporting and emergency procedures
* Take reasonable action to avoid, eliminate or minimise risk and hazards
* Utilise personal protective equipment
* Participate in the development of a safe and healthy workplace
* Seek information and advice as necessary and comply with instructions.

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| **ABOUT YOU** |

**Experience**

* Competent in the use and/or maintenance of equipment typically used in grounds/maintenance services
* Demonstrated ability to establish and maintain gardens and lawn areas
* Demonstrate good interpersonal skills with students, parents, teachers and school administrators
* Demonstrated ability to assess repairs quickly to enable maximum safety and to comply with Workplace Health and Safety legislation
* Demonstrates a positive approach towards maintaining a high standard of service.

**Skills**

* Knowledge of workplace health and safety, and anti-discriminatory practices as applied in an education work environment
* Ability to ensure a high standard of safety and due diligence applies to all areas of work
* Ability to work independently and with others as a team member.

**Attributes**

* Demonstrates a positive approach towards maintaining a high standard of service, including attention to detail and initiative
* Flexibility and sensitivity to the needs of students, staff and school community
* Ability to prioritise workload and role requirements independently and as part of a team
* Ability to develop and sustain productive working relationships.

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| **Mandatory Criteria/Professional Registration/Other** |

* Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government.
* Current Driver’s Licence and the ability to obtain a Bus Licence
* Ability to travel from time to time within the Catholic Diocese of Townsville
* Ability to perform the physical requirements of the role in a safe manner.

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| **Desirable Criteria** |

* Relevant certificate or trade qualifications.

*Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.*

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| **HOW YOU WILL BE ASSESSED** |

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

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| **Capabilities** |
| Personal | Professional – Knowledge and Understanding |
| Engages in self-reflection | Is aware and responsive |
| Gives witness to personal faith and commitment | Integrates a Catholic stance in area of responsibility |
|  | Supports and engages change processes |
| Displays a sense of self-efficacy and personal identity | Demonstrates appropriate styles of decision making |
| Displays intuition as well as logic and reason | Inspires a collegial purpose and vision |
| Projects confidence, optimism and resilience | Supports efficient and robust structures and systems |
| Demonstrates honesty and integrity | Focuses on core outcomes and accountabilities |
| Demonstrates ethically responsible behaviours | Engages in workplace learning and relevant professional development |
| Is morally courageous | Operates with a commitment to sound educational focus |
| Demonstrates a commitment to personal spiritual growth | Operates with a spirit of service and professionalism |
| Displays imagination and vision | Develops moral purpose |
| Integrates work and personal life | Demonstrates capacity to provide professional support |
| Engages with the Catholic culture |
| Is culturally sensitive |
| Social and Interpersonal | Organisational |
| Is relationally adept | Gives priority to the Church’s mission in education |
| Is emotionally mature | Engages in future thinking, aware of the big picture |
| Is guided by the spirit and teachings of the Gospel | Supports organisational capacity to respond to contemporary and future needs |
| Communicates with confidence | Avoids imposing old paradigms on new realities |
| Is authentically present | Supports a growth promoting workplace |
| Displays a trusting disposition | Exercises committed and ethical stewardship |
| Supports collaborative and productive working environments | Contributes to organisational sustainability |
| Engages in positive politics | Supports a sharing organisational culture that focuses energies and talents |
| Operates in fidelity to Catholic social teaching and environmental responsibilities |

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| **REPORTING & OTHER RELATIONSHIPS** |

The Groundsperson is accountable in the first instance to the Principal, except in such circumstances that a delegate is appointed to act on the Principal’s behalf. The Groundsperson consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.

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| **ACKNOWLEDGEMENT** |

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

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| **Employee Name:** |  |
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| **Signature:** |  | **Date:** |  |