**Position/ Job Description: Groundskeeper – 1 Year Contract – 0.2 FTE (1 day/week)**

An exciting opportunity exists for a professional and highly motivated individual to join our passionate and committed staff. Playford College is an Islamic school and serves the communities of the Northern Suburbs with over 350 enrolments from Foundation to Year 10, expanding to Year 11 in 2021. Our staff strives to learn and grow together and support each other’s unique gifts and talents so that we can best meet the needs of our students and their families.

**Key Responsibilities:**

The following listed responsibilities are designed to be informative, but not exhaustive, as circumstances and requirements may change over time:

* Responsible for the maintenance of the Playford College grounds and gardens, in particular:
  + Maintenance of garden beds and other grassed areas, including spraying for weeds
  + Weeding, pruning, replanting and mulching of garden beds, trees and shrubs
  + Keeping school grounds clean and tidy, including collecting and removing rubbish/debris, emptying ground bins for general rubbish and internal recycling bins, the use of a leaf blower and high pressure water cleaner
  + Development of new gardens and plantings
* Responsible for completing minor maintenance tasks and upkeep of College buildings (basic repairs to student lockers, classroom furniture, locks, doors, hinges, windows, taps, toilets, downpipes, spouts, plaster boards, painting, fences/gates and light fittings), as required, to ensure buildings and grounds are in a useable and safe condition – reporting any major OH&S issues immediately to Property Manager
* Unlock security gates, turn off alarms and undertake site inspection each morning
* Report to Property Manager, completing a daily work schedule, including daily check of cleaner’s log book and maintenance communication logs and take appropriate action(s)
* Complete appropriate paperwork for jobs completed and orders for supplies
* Comply with Occupational Health & Safety and Work Safe standards, in particular wearing correct safety clothes and using appropriate safety equipment
* Comply with Occupational Health & Safety and Work Safe standards, in particular to safe storage of chemical, ensuring MSDS for all chemicals used are available and easily accessible to employees and that chemicals are clearly labelled and stored in accordance with safety regulations
* Assist with cyclic maintenance programs and carry our regular inspections, including providing support to contractors, and tradesmen working on site
* Check regularly that all gutters, pits and storm water drains are kept clear, arrange with Property Manager for service provider to attend annually, or more often if blockage occurs
* Check regularly that trees and overhanging branches are checked and in consultation with Property Manager, arrange for service provider to carry out tree audit, where required
* On a term basis, ensure that all roller doors (staff parking lot, kiss & drop/bus area) are functioning correctly, arrange with Property Manager for service provider to attend annual, or more often if issues arise.
* Keep maintenance and work spaces in a clean, safe and orderly condition
* Undertake equipment maintenance to ensure all equipment is kept in a safe and workable condition, arrange services with external suppliers, when required
* Respond to emergency situations including clean-up of spills and graffiti removal
* Move furniture and equipment, as required
* Assist in preparation of budget with the Property Manager, to allow maintenance and ground works to be undertaken
* In consultation with Health & PE Dept., mark out sporting fields for competition, when required
* Arrange with service provider for waste bins and recycle bins to be emptied on a timely basis
* Assist with preparations for special school events, as directed
* Assist in the identification of own training needs and attend relevant training as required
* Complete Annual Performance Review
* Other duties as directed by the Property Manager and/or College Principal.

The above responsibilities set out the major duties and tasks associated within the stated job description. Other duties of a similar nature and/or level undertaken within the school are not excluded, simply because they are not itemised.

**Skills and experience:**

The successful applicant will possess the following skills and experience:

* Preferred, but not essential – current recognised trade qualification, and with demonstrated experience and skills in the areas of gardening, horticulture and minor maintenance.
* Demonstrated ability to work independently and unsupervised, with an ability to prioritise and structure work tasks to meet deadlines in an efficient and effective manner.
* A strong understanding of OH&S principles and how they apply in a school setting and ability to promote a safe school environment and be up to date with OH&S regulations, policies and procedures.
* Demonstrated ability to work as part of a team, working co-operatively with a range of people and ability to communicate effectively with teachers, education support staff, students and contractors.
* Demonstrated ability to operate and maintain equipment and machinery, relevant to the role.
* Willingness to provide after-hours service/repairs in emergencies, as required.
* A commitment to professional learning and growth.

The successful applicant will also need to undergo a medical assessment and hold a DHS Working with Children Check before commencing duties.

**Salary:**

Renumeration will be based upon the successful applicant’s level of experience as specified in the current Playford College Salaries and Conditions.

**Commencement of Duties:**

1st October 2020

**Application Closing Date:**

9:00am Thursday 17th September 2020

**Application Declaration**

**(Teaching and General Staff positions)**

***This form must be attached to all applications and all areas must be completed.***

**Section A: Personal Details:**

Title: \_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suburb: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Australian Citizen:

Current DCSI or WWCC: Ref # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Registration (if applicable): Ref # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mandatory Notification (RAN): Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Aid: Course name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section B: Position Details**

|  |  |  |
| --- | --- | --- |
| Position applying for |  | |
| Application closing date |  | |
| Relevant Formal Qualifications  (eg Dip Ed, B.Ed, Cert IV etc.) |  | |
| Current position held and years of service |  | |
| Notice period required |  | |
| Referees  (Please provide at least 3 professional referees, including their name, company/school, position, contact number and relationship to you) |  |  |
|  |  |

**Section C: Declaration**

**Please respond (Yes/No) to the below questions and sign the declaration at the end of this form:**

|  |  |
| --- | --- |
| Have you ever been investigated, charged, arrested or found guilty of any criminal offence? (Indicate ‘no’, where an expiation notice only was received) |  |
| Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory performance? |  |
| Have you ever or are you currently the subject of an investigation or any other process relating to unsatisfactory performance or misconduct by you as an employee? |  |
| Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other service? |  |
| Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? |  |
| (If applicable) Do you have any conditions on your SA Teachers Registration? |  |

**Please note: if you answer ‘Yes’ to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets)**

**If you chose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Deputy or Principal to discuss.**

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the Deputy and Principal and myself.

*Please note: If you request a meeting you must submit your application at least one week prior to application closing date.*

**Declaration:**

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered the Employment Declaration Form truthfully.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section D: Checklist (documents to be included in your application)**

Playford College Application Declaration (signed and dated) ☐

Cover Letter / Application ☐

Current Resume ☐

Teachers Registration (if applicable) ☐