

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Groundsperson
<b>SECTION:</b>	Services Staff
<b>REPORTS TO:</b>	The Principal
<b>CLASSIFICATION:</b>	Services Staff – Level 1
<b>AWARD:</b>	Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2015 - 2019
<b>LOCATION:</b>	St Kieran’s Catholic College, Mt Isa

## 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

OUR VALUES		JESUS TEACHES US:	
<b>COMMUNITY</b> <small>(John 13)</small>	The greatest commandment Jesus teaches us is to Love God, Love others.	<b>LOVE</b> <small>(John 4:7-19)</small>	Love is the core value of the Gospels.
<b>PROMOTING LIFE IN ABUNDANCE</b> <small>(John 10:10)</small>	God wants us to live life to the full.	<b>INCLUSION</b> <small>(Luke 19:1-10)</small>	God invites all to live in God's love, including those that might be excluded by society.
<b>RECONCILIATION</b> <small>(Luke 15:11-32)</small>	Jesus' supreme act of love in dying on the cross reconciled humankind to God.	<b>HOPE</b> <small>(Luke 24:13-35)</small>	We can all hope for the fullness of glory with God because God is faithful to His promises.
<b>JUSTICE</b> <small>(Matthew 25:31-46)</small>	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	<b>LIBERATION</b> <small>(Luke 4:16-21)</small>	God frees us from all evil if we trust in God and live our life in God.
<b>COMPASSION</b> <small>(Luke 10:30-37)</small>	In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.		

## ABOUT THE ROLE

St Kieran's Catholic School, Mt Isa offers prep to year 6 and has a strong commitment to communication. The school prides itself on being familiar with every member of the school community, as well as being attuned to the individual needs of others. St Kieran's Catholic School boasts a long tradition of outstanding performance in academic, sporting and cultural arenas.

The Groundsperson under the direction of the Principal contributes to the effective and efficient operation and environment of the college by providing a high level of maintenance and upkeep of the college grounds. The Groundsperson will be required to assess repairs quickly to enable maximum safety at all times.

The Groundsperson will work with limited supervision under the direction of the Principal.

## KEY ACCOUNTABILITIES

***The duties of a grounds person may include:***

- Mowing, whipper snipping and fertilising lawns
- Repairing and maintaining irrigation systems
- Weeding, planting, fertilising and maintenance of gardens
- Maintaining and cleaning grounds and equipment
- Maintaining security lighting
- Assisting with all general building maintenance, painting etc. as required
- Identifying and reporting defects and hazards as soon as practically possible.

***Carry out minor repairs to the college property and equipment, including:***

- Replacing tap washers and other general rectifications
- Repairing leaking toilets, windows, desks, chairs, other minor carpentry and paint work
- Assist with marking playing fields
- Assist with the set up and dismantling of tents and equipment for carnivals and college fete.

The position will be required to work within Workplace Health and Safety guidelines.

Any other task as reasonably directed to assist the effective functioning of St Kieran's Catholic College.

## 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.

## ABOUT YOU

### Experience

- Recent experience in a grounds/services/operational role or similar
- Understanding and commitment to Workplace Health and Safety legislation and professional regulations to reduce the risk of harm to self and others relative to the role of a cleaner
- Ability to follow safety precautions that may involve the use of protective equipment where work environment involves exposure to potentially dangerous materials, machinery, use of tools and other equipment.

### Skills

- Manoeuvring within the school environment appropriate to the position – demonstrating agility and adherence to manual handling techniques
- Ability to communicate effectively to meet the necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- A demonstrated ability to develop and sustain productive working relationships.

### Attributes

- Enthusiastic, energetic, flexible with a proactive attitude
- Flexible and responsive to the needs of the college community and driven to achieve the best outcomes
- Ability to accept responsibility for own work.

## Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card or eligibility to obtain same \*
- Undertake Workplace Health and Safety Training
- Current Driver's 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.

\* The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government.

## 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.*

## HOW YOU WILL BE ASSESSED

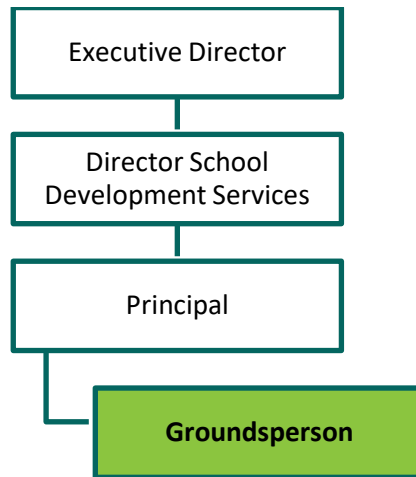
How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

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.

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

## REPORTING & OTHER RELATIONSHIPS

The Groundsperson is accountable in the first instance to the Principal. The Groundsperson consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



## ACKNOWLEDGEMENT

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

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_