

**POSITION TITLE:** General Tradesperson  
**Prepared:** August 2018  
**REPORTS TO:** Facilities Manager  
**Prepared by:** Head of Human Resources

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### POSITION PURPOSE

The primary purpose of this position is to ensure that the grounds and buildings provide a safe, secure and attractive environment for students, staff and any other members of the College community.

### POSITION STATUS

This is a permanent, full-time position, with four weeks' annual leave plus the College closure days, usually four per year. A cycle of Roster Days Off (RDOs) for facilities employees is also scheduled.

### ROLES AND RESPONSIBILITIES

Duties include but are not limited to the following

- Sweep and blow driveways, paths etc. on a daily basis
- Maintain lawns as directed by the Head of Grounds
- Maintain all garden beds and watering systems
- Cyclic planting of feature annual garden beds
- Ensure playground equipment and sand pits comply with appropriate regulations and maintain as required
- Ensure all drainage pits are clear of debris and are operable
- Ensure a proactive maintenance approach is initiated within the grounds and gardens
- Provide any assistance or direction to sub-contractors as directed by the Facilities Manager
- Set up sporting grounds on and off campus as required throughout the year
- Maintain all garden and ground tools and equipment
- Maintain occupational health & safety standards across campus and report or rectify concerns as they arise
- Assist in function set ups as directed by Facilities Supervisor
- Attend to My Maintenance; the College online requisition procedure
- Assist with a range of functions. All staff are expected to respond to parent, staff and student enquiries whether specific or general in nature in a timely, polite and efficient manner
- Any other tasks deemed appropriate for this role

### Conditions

- Remuneration will be negotiated and will depend on the other skills which are bought to the role. In addition, 9.5% Superannuation.
- Nominal Work hours at the College are 6:00am to 6:00pm. A 15 min paid break and a half hour unpaid lunch break will be included. Actual hours of work will be negotiated at the time of employment.
- A uniform is provided.

### Qualifications

Desirable – certificates or diplomas in horticulture and/or maintenance

### Physical requirement

This position has certain physical requirements including digging, shifting furniture, bending and lifting. You may be required to complete a pre-employment medical examination.

## **GENERAL RESPONSIBILITIES**

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) before their position will be confirmed.

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
  - Communication – effective, helpful and positive.
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
  - Accountability – we do our work with honesty, integrity and enthusiasm.
  - Performance – we perform to the best of our ability.
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

## **Child Safety and Protection Responsibilities**

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.