

Wellington Girls' College

JOB DESCRIPTION

Senior Groundskeeper

Responsible to:	Principal, Business Manager
Reporting to:	Property Manager
Functional Relationships with:	Assistant Groundskeeper, Sports and PE staff
	Hours of Work: 7.30 am to 4.00pm Monday to Friday (includes 30 minutes for lunch)
Term of Engagement:	52 weeks a year including annual leave
Terms of Employment:	Secondary and Area School Groundstaff Collective Agreement
E.E.O Statement:	Wellington Girls' College is an equal employment opportunities employer.
Review of Performance:	Performance against the requirements of this position will be reviewed on a regular basis in line with the school's performance review system.

All employees of Wellington Girls' College are expected to contribute to the broad aims of the school including promoting student potential approach and the school culture of high expectations, inclusion and excellence for all students.

OVERVIEW OF POSITION:

The Senior Groundskeeper is responsible for ensuring the College grounds are tidy, free of litter and weeds. Any hazards will be eliminated or clearly identified. The grounds will be well maintained in all respects to enhance the physical appearance of the school for the benefit of staff, students and the community.

KEY RESPONSIBILITIES

1. Term time maintenance

- To clean mowers and other tools regularly to ensure ready for next use. Change belts on mower as accessibility allows. Service engine as required (oil & filters, spark plugs, tyres etc).
- To maintain school field in liaison with the Assistant Groundskeeper and organise contractors when required.

- To check all sealed areas daily (courts, paths, entrances, etc); sweep and collect rubbish as necessary but at least weekly as set out in the Weekly Grounds Maintenance Plan. Liaise with teacher on lunchtime duty and assist with rubbish collection.
- To check weekly exterior drains and sumps for blockages and clean as necessary.
- To check grass areas on regular basis to ensure that grass is kept short and usable.
- To liaise with HOD Physical Education and Sports Director regarding their needs for special work on the field and timing of games etc. Layout and maintain line markings as necessary for the appropriate season.
- To use the weed eater on edges and areas that are not suitable to be mowed. Areas adjacent to classrooms are to be attended to outside class times.
- To weed all garden areas regularly as set out in the Weekly Grounds Maintenance Plan. Trim shrubs and trees as necessary (but particularly around seating areas and along fence lines).
 - Daily remove leaves and rubbish from the artificial turf.
 - Remove all external graffiti as soon as it has been identified.
 - Check outside bins daily and empty.
- Assist the Property Manager to set up the hall when required.
- Maintain the store rooms and Grounds Shed in a clean and tidy condition.
- Deliver parcels to departments as required by Reception.

2. TERM TIME UNLOCK

- To daily unlock the school at 7.30 am.
- To deliver the library newspaper as part of the unlock process.
- To distribute newspapers and milk to the staffroom.

3. HOLIDAY MAINTENANCE

- Each holiday break in consultation with the Property Manager prepare a work schedule.
- Clean and disinfect rubbish bin liners.
- Prune trees to ensure that they retain good shape and don't constitute a hazard to College users.
- Sweep and/or water blast all steps and pathways to remove accumulated dirt and grime. Treat with moss removal material where appropriate.
- Remove litter as necessary to maintain a tidy site.
- To liaise with the Property Manager regarding annual clean of all drains.
- Wash or water blast doorways, window ledges etc as required in consultation with the Property Manager.

4. GENERAL REQUIREMENTS

- Other tasks and duties may be determined in consultation with the Property Manager. Some extra duties may be delegated during the Property Managers absence.
- Attend weekly planning meetings with the Property Manager and Business Manager.

PERSON ATTRIBUTES

Skills and Experience

- Knowledge of gardening and plants.
- Knowledge of basic machine maintenance.
- Basic handyman skills.
- Computer literacy.

Capabilities

- Ability to work both independently and as part of a team.
- Ability to follow regular routines and instruction.
- An open approachable manner.
- Commitment to supporting the College and its community.

**This position is subject to the requirements of the Vulnerable Children’s Act 2014.
*Wellington Girls’ College is declared a smoke-free area and
has a no smoking policy for staff and students.***

Signed:	Employee:	_____
	Principal:	_____
	Date:	_____