



Position Description

Position Title	Grounds and Maintenance Person
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Therese's
Location	<i>Kennington</i>
Enterprise Agreement and or Award	Victorian Catholic Education Multi-Enterprise Agreement 2018
Classification	School Services Officer level 2.1 (Type C)
Remuneration	\$30,293.40
FTE	.6 (22.8 hours)
Status	Ongoing
Reports to	Principal

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853, the Diocese reaches from Central to Northwest Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst acts as Chief Executive Officer for the Board of CES Ltd and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- That a strong sense of community is dependent on the quality of our collegial relationships
- That each person's potential is fostered through the dedicated ministry of Catholic Education
- In leadership encompassing vision, innovation, and empowerment

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

St Therese's School was blessed and officially opened on 1st March 1956 by Bishop Bernard Stewart. The original school, begun by the Sisters of Mercy, was spread over two campuses with the Junior School in the old St Aidan's Orphanage and Grades 3 to 6 at the current site in Lowndes St. The initial enrolment was 52 students. At the February census in 2020 the student population was 503 students.

St Therese's School now boasts 21 classrooms, a purpose built library, Expressive Arts Centre and administration block, and other small meeting and tuition rooms. During 2019 the construction of two new learning centres were completed. These centres provide up to date facilities for Enquiry Based and Student-Centred Learning for 6 classes. The next stage of development will focus on outdoor play and learning spaces.

The school is situated in the Bendigo suburb of Kennington, approximately 2.5 kilometres from the city centre and is open to all families who wish to seek the values of a Catholic Education.

The school has 7-grade levels from Foundation to Grade 6 with 3 classes per grade level. The school's educational philosophy is solely focused on improving student outcomes - intellectually, spiritually, physically, emotionally and socially. This means that children are taught at their ability level and challenged to improve to the next stage of growth. Each child is treated as an individual, with individual learning styles and needs.

St Therese's has dedicated, committed and caring staff who believe the profession is a call to service. Beyond the classroom, the staff provide extra opportunities for the students through the lunchtime clubs (young writers, drawing, games, dance, computer), school choir, school performances, camps, RACV Energy Breakthrough Challenge, Tournament of the Minds, sporting teams, just to name a few.

As a community based on the teachings of Jesus Christ, Christian values permeate every aspect of school life. The relationships and interests are centred around caring for and affirming the dignity and worth of each member of the school community.

Position Summary

The Grounds and Maintenance person is responsible for the general upkeep and presentation of school grounds and buildings.

Key Responsibilities

Upkeep of Grounds	<ul style="list-style-type: none">● Maintaining grounds and gardens in a neat and attractive manner - including weeding, mowing, pruning, and maintaining garden beds, leaf blowing verandahs, paths, courtyards, and concrete areas.● Repairing and maintaining sprinkler systems● Maintaining clear pathways, paved areas and steps
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	<ul style="list-style-type: none"> ● lawn maintenance and caring for gardening equipment ● Removing balls and other equipment from roofs of buildings
General Maintenance	<ul style="list-style-type: none"> ● Checking the maintenance register and carrying out identified tasks ● Carry out minor repairs and maintenance on buildings and fixtures ● Moving furniture utilising safe work practices ● Repairing locks gates, bubblers and other equipment and school property as required ● Changing light bulbs ● Checking and repairing toilets ● Maintaining gutters and school stormwater drains ● Undertaking routine care and maintenance of equipment used for grounds maintenance, and reporting any major repairs or safety concerns to the Principal. ● Cleaning up yard rubbish including emptying and cleaning bins. ● Arranging appropriate tradespeople when required. ● Completion of order forms for tradespeople.
OH & S Requirements	<ul style="list-style-type: none"> ● Adhering to safe work procedures, instructions and rules ● Ensuring responsibility be for own health and safety and for the health and safety of anyone else reporting any injury or hazard to the Principal immediately ● Actively participating in meetings, training or other health and safety programs to improve safety. ● Have appropriate ladder qualifications. ● Complete and maintain the Essential Service Register ● Meet with the appropriate authority to implement any recommendations

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have a responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensuring that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> ● Current Victorian WWCC ● Current driver's licence
	Knowledge and Experience	<ul style="list-style-type: none"> ● Experience with maintenance tasks and handy work ● Experience in maintaining lawns, gardens and irrigation systems.

	Commitment to Catholic Education	<ul style="list-style-type: none"> ● Understanding of and willingness to work within a Catholic ethos.
	Commitment to Child Safety	<ul style="list-style-type: none"> ● Key knowledge and ability to work within the frameworks of the schools' Child Safety guidelines
	Skills and Attributes	<ul style="list-style-type: none"> ● Demonstrate ability to maintain a high level of confidentiality ● Well-developed communication skills and interpersonal skills when dealing with the public, contractors, school staff and students. ● Demonstrated ability to determine priorities, meet deadlines, use initiative and work independently ● Ability to move between priority tasks and urgent work as needed.
Desirable		<ul style="list-style-type: none"> ● Computer literacy with the ability to access maintenance register and emails etc. ● Relevant Trade qualifications e.g horticulture, carpentry, building experience