

Position Description

Title:

Grounds Staff

Senior School Campus



This Position Reports to:

Head of Grounds

Department:

Property

Date:

January 2025

## **PREAMBLE**

As a staff member of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School. The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.*

## **OUR TSS VALUES**

### **We are a TEAM**

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

### **We are a community of SCHOLARS**

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

### **We are here to SERVE**

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

## **STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

## **PURPOSE OF THIS DOCUMENT**

To provide the team member with the key selection criteria, specific duties and responsibilities and general responsibilities against which your appointment to, and performance in the job, will be assessed.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

## **KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:**

### **Selection Criteria**

- Demonstrated capacity to work with a team and operate independently on project work across the school.
- Demonstrated understanding and experience in landscaping and grounds work.
- Demonstrated understanding of irrigation, pesticide and fertilisation practices.
- Demonstrated commitment to nurturing positive relationships between staff and stakeholders.
- Demonstrated excellent communication skills and interpersonal skills necessary to work with all members of the school community.

### **Qualifications and Experience**

- Qualifications and Experience:  
Ideally hold horticulturist qualifications and /or experience working in a grounds / landscaping capacity.
- Working With Children Check (Blue Card):  
Must hold valid (or obtain) Blue Card.

### **Additional requirements:**

- Provide a recent criminal history check certificate – must be within 2 months of appointment.
- Hold a current First Aid Certificate that includes CPR.

## **DUTIES AND RESPONSIBILITIES FOR THE POSITION**

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that the Headmaster, or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The Grounds staff role in The Southport School, holds a crucial role in ensuring the smooth operation of the Grounds department.

This role is responsible for the maintenance and upkeep of the school's outdoor areas. Their primary role is to ensure that the grounds are clean, safe, and visually appealing for students, staff, and visitors. They perform various tasks such as mowing lawns, trimming hedges, planting flowers and trees, managing irrigation systems, and maintaining sports fields and playgrounds. Additionally, they may be involved in pest control, and general repairs to outdoor facilities. The school grounds staff play a vital role in creating a pleasant environment conducive to learning and recreational activities within the school premises.

## **Key responsibilities:**

The Grounds staff role is a member of the Grounds and Property and therefore attendance at these meetings is required. The roles and responsibilities of a Grounds Staff is as follows:

- **Grounds Maintenance:** The groundsman is responsible for the regular maintenance and upkeep of the school grounds. This includes tasks such as mowing lawns, pruning trees and hedges, weeding gardens, and maintaining flowerbeds.
- **Sports Field Maintenance:** Ensuring that sports fields are properly maintained is crucial for students' physical education activities. The groundsman may be responsible for tasks such as marking sports fields, maintaining irrigation systems, repairing or replacing equipment, and managing turf health.
- **Playground Maintenance:** The groundsman ensures that the school's playgrounds are safe and well-maintained. This involves inspecting and repairing play equipment, monitoring surface conditions, and addressing any potential hazards.
- **Pest Control:** Implementing pest control measures to manage and prevent infestations on school grounds is an essential responsibility. This includes identifying pest issues, coordinating with pest control professionals, and applying appropriate treatments.
- **Outdoor Facilities Maintenance:** The groundsman may be responsible for maintaining other outdoor facilities such as pathways, seating areas, fences, and lighting. Regular inspections and repairs are conducted to ensure their functionality and safety.
- **Environmental Sustainability:** Promoting environmental sustainability is an important aspect of the groundsman's role. This involves implementing practices like water conservation, waste management, and supporting initiatives for biodiversity and native plant preservation.
- **Equipment and Tool Maintenance:** The groundsman is responsible for maintaining and ensuring the proper functioning of tools and equipment used for groundskeeping. Regular inspections, cleaning, and scheduling repairs or replacements are part of this responsibility.
- **Safety and Compliance:** The groundsman must adhere to safety protocols and ensure compliance with relevant regulations. This includes identifying and addressing potential safety hazards, maintaining records, and following occupational health and safety guidelines.
- **Team Collaboration:** The groundsman may work collaboratively with other staff members, such as maintenance personnel or landscaping contractors, to coordinate tasks and ensure efficient operations.
- **Emergency Response:** In emergency situations such as severe weather events or natural disasters, the groundsman may be involved in response and recovery efforts, ensuring the safety and restoration of school grounds.
- **Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School.**
- **Any other duties as requested or delegated.**

## **GENERAL DUTIES AND RESPONSIBILITIES**

Student protection and child safety responsibilities

- Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School.
- Creating and maintaining a safe and secure environment where students feel physically and emotionally protected.
- Recognising signs of abuse, neglect, harm, and inappropriate behaviours and conduct of students, staff, volunteers, visitors and other persons engaging with the students.
- Immediately report suspicions of harm or disclosures to a Student Protection Officer, or the Director of Student Protection, or the Headmaster concerns and disclosures as a mandatory reporter.
- Educate students about their own personal safety, empowering them to understand and assert their boundaries and seek help if they feel unsafe.

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.
- Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety and security practices.
- Preventing hygiene risks and problems through implementation and adherence to policy and procedures.

Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
- Communicating and participating effectively as a member of a team in the workplace.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a positive, professional and dynamic image of the School to employees, clients and visitors at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.
- Demonstrating the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.