



Pymble Ladies' College

POSITION DESCRIPTION

Title: Groundsperson
Reports to: Facilities Manager

ORGANISATION SUMMARY

Pymble Ladies' College is a K-12 day and boarding school of the Uniting Church in Australia committed to providing quality educational opportunities for girls within the context of the Church ethos. The College is non-selective and welcomes girls of Christian and non-Christian faiths. With over 2100 students and more than 800 employees, Pymble Ladies' College is a dynamic and progressive educational organisation.

One of the key elements of our strategic plan *Towards 2020: Striving for the highest* is the provision of a personalised education for all girls that is universally acknowledged for its quality, innovation and excellent opportunities. This is underpinned by a strong focus on the development of an innovative and relevant academic and co-curricular curriculum that reflects individual and unique strengths, interests and promotes the wellbeing of girls and young women.

POSITION SUMMARY

The Groundsperson reports to the Facilities Manager through the Leading Hand. The Groundsperson is involved in the active maintenance of the College residences, buildings, grounds, gardens, roadways as well as its co-curricular infrastructure and events.

KEY RESPONSIBILITIES

1. College maintenance

- 1.1 Deliver a high level of work within the scope of grounds maintenance and event support across the College campus
- 1.2 Work collaboratively with Facilities team colleagues to ensure the successful completion of tasks.

2. Facilities Management Software

- 2.1 Actively utilise the Facilities Management software (QFM) to advise the acceptance and completion of allocated work tasks.

3. Equipment and Materials

- 3.1 Assist with the identification and correct usage, cleaning, servicing and secure storage of College equipment
- 3.2 Seek approval and use the College purchase order system when purchasing materials or equipment.

4. Communication

- 4.1 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner
- 4.2 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College
- 4.3 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

5. Risk Management

- 5.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices
- 5.2 Meet the expectations for safety in the workplace and report potential risk to the Facilities Manager
- 5.3 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary
- 5.4 Report directly to the Principal on any matters relating to child protection.

6. Professional Learning

- 6.1 Remain abreast of current and best practice standards
- 6.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

7. Other duties may be required from time to time

POSITION REQUIREMENTS / CAPABILITIES

- Willingness to support the ethos and the values of the College
- Work closely and positively with Facilities team colleagues, contactors, suppliers, vendors, cleaners and security guards
- Experience working in a similar physical role and preferably hold trade qualifications
- Participate in ensuring a safe workplace in accordance with College guidelines and Work Health and Safety legislation
- Proactively monitor the workplace for potential hazards
- Demonstrated ability to work within a team environment
- Well-developed communication and interpersonal skills
- Demonstrate commitment to continuous improvement
- Ability to demonstrate professional conduct and discretion at all times.