



Grounds and Maintenance Officer

St Bede's College is a Catholic College in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are *"the lost, the least and the last"*. Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist our students to take their place in society, alive with the wisdom of the gospel.

Commitment to Ethos

All staff in the Catholic College have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic College that they:

- Accept the Catholic educational philosophy of the College.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic College.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe College

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe College environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Overview

The Grounds and Maintenance Officer contributes to the Grounds and Maintenance team, providing quality gardening services and continuous improvement to grounds, buildings, property and equipment at the College. This role is expected to ensure a safe working environment for staff and students, ensuring compliance with OH&S, risk and other applicable legislation, regulations and standards.

This role requires initiative, with the ability to work autonomously while also engaging with various stakeholders, especially the Property Manager and College Operations team.

Attributes & Competencies

The Grounds and Maintenance Officer is expected to exhibit the following qualities and competencies:

- A lively and practical support to the Catholic and Lasallian nature of the College.
- A firm belief in, and commitment to, the mission and vision of the College and an ability to articulate and promote these.
- Demonstrate an understanding of key priorities and requirements surrounding child safety within the College in a sensitive and consistent manner.
- Honest and compassionate – ability to deal with confidential information in the appropriate manner.
- Motivated and committed to continuous improvement, to ensure the best service is provided by the College to all stakeholders involved in the booking process.
- Respectful, organised and able to operate with flexibility in a changing environment.
- Ability to engage with and build positive relationships with staff and take direction from both College Leadership and Operations to ensure bookings are regularly reviewed and updates take place in an efficient timeframe.
- Working with Children Check for Victoria and National Police Record Check required prior to commencement.
- Maintain current first aid, mandatory reporting and anaphylaxis training.

Specific Duties

- Maintenance and continuous improvement to the buildings, property and various plant and equipment owned by the College.
- Liaise and promptly report on maintenance which is beyond the scope of the position such as tree safety, engineering issues, air-conditioning/heating, plumbing, electrical and glass repairs, etc.
- Proactively identify maintenance issues then rectify/initiate remedial action.
- Assist the Property Manager as required with coordination of tradespersons and contractors ensuring OH&S and high work standards are always met.
- Respond and attend to the ad hoc and planned maintenance requirements of the College in a timely and orderly manner.

- Assist with the movement and setting up of desks, chairs and other equipment as needed for various organised events.
- Ensure the general areas of the College are always of a neat and tidy appearance.
- Assist with the distribution of bulky/heavy inwards good received, as required.
- Work closely and cooperatively with other Maintenance/Grounds staff and contractors on a day-to-day basis.
- Comply with and promote safe work practices for the team and ensure that public safety is considered in all works carried out.
- Contribute to the Grounds and Maintenance team by adopting safety procedures for the protection of staff, students and the general public.
- Participate in emergency procedures as necessary. Provide assistance to others in the team as required.

Gardening

- Carry out landscaping and garden maintenance related tasks as directed and that will assist the team in meeting its obligations. This includes mowing, edging, pruning, planting, hedge trimming and pruning of shrubs, plants and trees.
- Weeding and mulching garden beds.
- Use of chemical applications.

While there are the regular office hours it is an expectation from time to time that the nature of the role means that some duties may need to be organised outside of these hours. You will be located at the Mentone Campus; however, you may be required, on occasions, to attend the Bentleigh East campus.

No position description can be entirely comprehensive. The Grounds and Maintenance Officer will be expected to perform other duties from time to time that are broadly consistent with this position description.

The Grounds and Maintenance Officer reports via the Property Manager, Director of College Operations and the Executive Director – Business Strategy and Operations to the Principal.

The Grounds and Maintenance Officer is classified as an Education Support Employee Category A (4 weeks leave). Employment is in accordance with terms and conditions outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2022). Remuneration is in accordance with the VCEMEA 2022 and dependent on skills and experience.