



Information for Potential Applicants

Thank you for your interest in this position.

Attached you will find the Position Information Document relating to this role.

The panel will draw up a shortlist of applicants for interviews based on applications, and where necessary, referee reports.

If you decide to apply, your application should include a cover letter and your Curriculum Vitae/Resume. You must also complete the Employment Declaration Form located at https://www.tenison.catholic.edu.au/files/45327748/CESA_Employment_Declaration.pdf.

Please include a list of 2-3 referees with contact phone numbers. It is essential that you seek your referees' permission and ensure they are willing to speak about you in relation to this position.

Email applications should include the relevant Job Title in the subject line and be sent as ONE DOCUMENT to denym@tenison.catholic.edu.au by the closing date.

Alternatively, please forward your application by post to:

Mary de Nys
HR Officer
Tenison Woods College
PO Box 965
Mount Gambier SA 5290

Applications close on Friday, 19 July 2024 at 4.00pm.

We will send an email advising you that we have received your application and then you will either receive a phone call requesting that you attend an interview, or a letter advising you have not been shortlisted.

The process, from the closing date of applications through to shortlisting and interviews, will ideally take approximately three weeks.

On behalf of Tenison Woods College I thank you for your interest and effort, and I wish you well should you decide to proceed with your application.

Yours sincerely

Mary de Nys
Human Resources Officer/Principal's Assistant

Tenison Woods College
Reception to Year 12
Co-Educational Catholic College

Shepherdson Road
PO Box 965,
Mount Gambier SA 5290

Telephone (08) 8725 5455
Facsimile (08) 8724 9303
Email info@tenison.catholic.edu.au

www.tenison.catholic.edu.au

Criicos Provider Code: 01751G
ABN 25 508 850 572

Position Information Document (PID)

Tenison Woods College is situated in Mount Gambier SA, approximately 440 kms from Adelaide. Based on the Mercy and Marist charisms, the College has a strong commitment to creating positive futures for all students through its motto of "Let Your Light Shine".

The College has an outstanding reputation for its innovative curriculum, pastoral care of students, staff and families, advanced technologies and modern facilities. Staff thrive on the leadership and professional development opportunities provided by the College and enjoy the benefits of working in a well-resourced and exciting learning environment which caters for over 1,500 students from Early Learning through to Year 12.

Building, Maintenance & Grounds Education Support Officer (ESO)

Status:	This position is working full-time as part of the Building Maintenance and Grounds team.
Commencement date:	As soon as practical
Position Reporting to:	Principal; Business Manager, Grounds Manager
Employment Requirements:	<p>A probationary period of 3 months applies to this appointment. With the consent of the employee, this may be extended for a further period.</p> <p>As an employee onsite at the College, you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community.</p>

Role Purpose

The Building, Maintenance and Grounds Officer is an important part of the school system. They must have a positive attitude, possess strong character, practice good hygiene, be physically fit, cooperative and courteous with other school personnel, parents and students.

The primary function of the Building, Maintenance and Grounds Officer is to ensure that the school's buildings, equipment and grounds are well maintained and presented and that all work undertaken complies with statutory obligations and Australian Standards.

The Building, Maintenance and Grounds Officer reports directly to the Building, Grounds and Maintenance Manager and the Operations Manager for the effective performance of duties and liaises regularly with senior management through the Operations Manager.

Role Description

The successful applicant will:

- Exercise a Duty of Care at all times.
- Have a knowledge of, or experience with a particular trade.
- Support the development and maintenance of a best practice WHS culture within the workplace.
- Have a professional and well-groomed appearance.
- Have the ability to follow procedures and work programs.
- Have physical fitness sufficient to undertake the responsibilities required in the role.
- Be a responsible, self-starter able to work alone, unsupervised and show initiative.
- Possess skills in operating a wide variety of machinery.
- Have a basic mechanical knowledge.
- Have the ability to work to deadlines in a busy team environment.
- A sound understanding of safety requirements for building and grounds work, including *Australian Standards, Codes of Practice and WHS legislation*.
- Demonstrate and apply knowledge of all Work Health & Safety (WHS) Procedures. Complete compulsory WHS training as required.
- Have a practical, hands on approach.
- Refrain from smoking. Smoking / vaping is not permitted on the College grounds or in any vehicle.
- Remain Drug/Alcohol free.

Key Areas of Work

The appointed person will need to the ability to undertake the following:

- Assist with any painting and building upkeep that is required on the College grounds.
- Take a 'hands on' role in performing daily maintenance tasks whenever required.
- Assist with instructing contractors and ensure works are carried out with due regard to protection of the buildings and grounds and also with minimum disruption to school activities.
- Respond to service requests from staff for breakdowns and repairs and maintain records of such requests.
- Assist with major furniture, fixture and equipment renewal needs across the school.
- Assist with planning and staging of school events (set up and pack up of larger staging items) as required (eg Speech Nights, Mass, Sports Days).
- Assist with equipment and furniture relocation.
- Assist with the maintenance of the entire school grounds and gardens to a high level.
- Respond to any emergency situations in an appropriate manner and undertake such other duties as may be required, noting such activities may be outside normal working hours or at weekends.
- Ensure correct use of chemicals and equipment within manufacturers specification and within occupational health and safety guidelines.
- Operate a range of tools, plant and equipment.
- Maintain tools, plant and equipment in serviceable and safe condition
- Other duties as required.

Tasks

MAINTENANCE

- Proactively apply trade skills in construction, maintenance and repair tasks using precision hand and power tools and equipment under the direction of the Manager.
- Undertake a broad range of caretaker duties that ensure the school site is maintained to a high standard.
- Work with specialist trades to complete repair and maintenance tasks as required.
- Assist with the completion of basic plumbing, plastering and carpentry work for minor repairs.
- Collaborate with other grounds and maintenance team members to accomplish minor projects.
- Prepare for and support parent working bees as required by the College community.

GROUNDS AND GARDENS

- Assist with watering of ovals, lawns and gardens.
- Assist in mowing of all grassed areas and weeding garden beds, entrances and around shelter sheds etc.
- Assist with planting and maintenance of flowering annuals and pruning of trees, vines and shrubs as required.
- Plan for ongoing beautification of the grounds.
- Set out and line mark sports pitches as required.
- Establish and/or maintain irrigation systems including but not limited to replacing water lines and sprinkler heads.

OTHER

- Keep concrete and paved areas clear of leaves and twigs.
- Keep lawn and garden edges clean and free of weeds.
- Keep spoon drain and drainage pits clear of leaves, etc.
- Remove papers, cans, etc.
- Spray and weed tennis courts, practice nets and bicycle shelter and surrounds.
- Keep gutters/spouts and downpipes clear of leaves, debris, etc. (excluding Hall and 800 Block)
- Clean outside ground level windows of all buildings, as needed between annual January contract

Specific Requirements

Acquire and maintain:

- Police clearance to work in Catholic Education SA.
- Horticulture qualification or experience.
- Current Driver's Licence.
- First Aid training/Responding to Abuse and Neglect training

Please Note: This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be - an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

