



## INFORMATION FOR POTENTIAL APPLICANTS

### GROUND AND MAINTENANCE OFFICER Permanent, Full-time 7:30am – 3:30pm, 5 days per week, 48 weeks

#### Commencing ASAP

Thank you for your interest in the advertised position. Below you will find information to follow when submitting your application.

St Columba College is seeking to appoint a Grounds and Maintenance Officer for an upcoming vacancy in our Middle School.

Below you will find information to follow when submitting your application. Your application should include:

1. A covering letter of no more than two (2) pages outlining your suitability for the role.
2. Curriculum Vitae, of no more than three (3) pages, listing name and contact details of three professional referees. Please ensure that you include **your current employer**.
3. The completed **Employment Declaration Form** (*found at the end of this document*).
4. Please direct any enquiries to Liane Anderson on 8254 0608 or via email at [employment@stcolumba.sa.edu.au](mailto:employment@stcolumba.sa.edu.au).
5. Specific Requirements for this position include:
  - Current acceptable Department of Human Services (DHS) Working with Children Check (WWCC).
  - Approved Responding to Abuse and Neglect training with an Education and Care focus.
  - Senior First Aid Certificate
6. **Please submit your application via email in one (1) PDF format and in the following order:**
  - Employment Declaration Form
  - Cover letter
  - Curriculum Vitae

Applications should be emailed to:  
Mr Darren Pitt  
Principal  
[employment@stcolumba.sa.edu.au](mailto:employment@stcolumba.sa.edu.au)

Applications close 5pm Wednesday 22 January 2025

# Position Information Document

## GROUNDS AND MAINTENANCE OFFICER



**Term of Appointment:**  
Permanent/Full Time

**Classification Level:**  
Grade 3

**Stream:**  
Services

**Fraction Time:**  
7:30am – 3:30pm, as required

**Reports to:**  
Building and Grounds Manager  
Business Manager

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement as amended or replaced.

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### 1. BROAD PURPOSE

The Grounds and Maintenance Officer reports to the Building and Grounds Manager and has the responsibility of ensuring that the presentation of the College buildings and grounds are safe and well presented.

### 2. KEY WORKING RELATIONSHIPS

Principal	Head of School
Business Manager	Colleagues
Building and Grounds Manager	Parents/Families/Caregivers

### 3. KEY RESPONSIBILITIES

- Undertake the upkeep of play spaces, sports grounds and building surrounds including:
  - the playground soft fall and regular safety checks and repair of playground equipment
  - watering, planting and weeding garden beds and the development of new garden areas
  - maintaining lawns and edges, spot weeding and fertilizing of grassed areas
- Be responsible for ensuring an effective rubbish collection and waste disposal service, including cleaning and emptying yard bins daily.
- Maintain the work shed and its contents, in a neat, orderly, and functional manner.
- Assist with the setup and clean-up of events and functions as required.
- Ensure compliance with WHS policies, practices and priorities within area of responsibility and participate in any WHS-related activities, as required.
- Assist with WHS inspections and risk assessments, and take/arrange corrective action, as appropriate.
- Positively participate and engage in any required training and development and regular professional review processes.
- Perform any other duties as required, as directed by the Principal (or delegate).

### 4. PROFESSIONAL RESPONSIBILITIES

- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College and model the school's Christian traditions and practices
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College

## Position Information Document

### GROUNDS AND MAINTENANCE OFFICER

- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures
- Be aware of and consistently implement all relevant College student policies and procedures
- Fulfil Duty of Care responsibilities to assist in the safety of all students
- Accept delegated responsibilities, as appropriate
- Present self appropriately, following dress code, and WHS requirements (PPE), as required
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College

#### 5. PERSONAL QUALITIES AND SKILLS

- Significant skills and experience in grounds maintenance including the ability to apply maintenance, and repair tasks using precision hand and power tools and equipment.
- Horticultural experience desired.
- Demonstrated knowledge and experience in safely and responsibly operating and maintaining minor plant and equipment, e.g. chainsaw, ride-on mower, edge trimmer, leaf blower, etc.
- Good computing skills and knowledge to competently use Microsoft Office (Word, Excel, Outlook) and accurately maintain online and hardcopy records and produce reports, as required.
- High level organisational skills including the ability to take significant initiative, be proactive and plan, analyse, design, and implement solutions, and be able to work under pressure and meet required timelines.
- Interact professionally and work collaboratively and cooperatively with school staff as a positive team member and liaise effectively with other members of the school community including students, parents, contractors, volunteers and visitors.
- Able to work independently, with general supervision, and take responsibility for own work outcomes to effectively meet the requirements of the role.
- Demonstrated high level of trust, honesty, integrity and work ethic, able to demonstrate discretion and judgement.
- An active commitment to ongoing professional learning and development and able to undertake specific training relevant to role, e.g. working at heights, safe work on ladders, WHS training, as required.

#### 6. SPECIFIC REQUIREMENTS

- HLTAID012 - Provide First Aid in an Education and Care Setting Certificate
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Abuse, Harm, and Neglect – Education and Care certificate
- St Columba College Staff do not need to be vaccinated against COVID-19 as a condition of employment. Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement.

#### 7. WORK HEALTH AND SAFETY

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012. As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure notified to workers by the employer that is related

**Position Information Document**  
**GROUNDS AND MAINTENANCE OFFICER**

to health and safety at the workplace

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Responsibilities may be varied as determined by the Principal (or delegate).

# Employment Declaration

To be considered for employment in any capacity, you must complete all parts of this Declaration, including by providing additional, supporting information and documentation where a "Yes" response has been recorded. You will not be considered for employment unless you complete the Declaration and provide comprehensive and complete information as necessary.

If you have any questions about the Declaration, please contact us on (08) 8254 0600.

Dr / Mr / Mrs / Ms / Other \_\_\_\_\_ **SURNAME:** \_\_\_\_\_

**GIVEN NAMES:** \_\_\_\_\_

**FORMER NAMES:** \_\_\_\_\_ *please ensure your FULL name is included*

**DATE OF BIRTH:** (optional) \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **P/Code:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**Please tick the statement that best describes your working rights in Australia:**

<input type="checkbox"/> Australian/NZ Citizen	<input type="checkbox"/> Permanent Australian Resident
<input type="checkbox"/> VISA with working rights (please provide a copy)	<input type="checkbox"/> Other (please specify): _____

Teacher Registration No. (if applicable): \_\_\_\_\_

You must provide the **ORIGINAL** TRB issued teacher registration certificate (if applicable) and evidence of a valid, current DHS issued **Working With Children Check** for sighting at your work location.

**POSITION FOR WHICH APPLICATION IS MADE:** \_\_\_\_\_

**Please respond to the questions below and sign the Declaration at the end of this form:**

- |  |     |    |     |
|--|-----|----|-----|
| 1. Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (Tick 'No' where an expiation notice only was received)  | Yes | No |     |
| 2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance?   | Yes | No |     |
| 3. Are you currently the subject of an investigation or process being undertaken by your employer, a regulator/registrar or police?  | Yes | No |     |
| 4. (a) Have you ever been the subject of adverse findings in the course of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee?   | Yes | No |     |
| (b) If no to question 4 (a), did you resign during the course of a process/investigation and prior to any findings being made?   | Yes | No | N/A |
| 5. (a) Have you ever been the subject of adverse findings relating to allegations of misconduct by you including of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services? | Yes | No |     |
| (b) If no to question 5 (a), did you resign during the course of a process/investigation and prior to any findings being made?   | Yes | No | N/A |
| 6. Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?  | Yes | No |     |
| 7. (If applicable) Do you have conditions on your SA teacher registration?   | Yes | No | N/A |

**Please note:** If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged with the **Principal** (or their delegates)

**Please note:** If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

## Further information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the **Principal** immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to the College.

## Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE:

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_