



MACQUARIE COLLEGE  
Seventh-day Adventist Schools (NNSW) Ltd

**Campus Assistant ~ Groundsperson**  
**Job Description**

**Context**

Macquarie College is a Seventh-day Adventist integrated Pre-School to Year 12 coeducational campus. It is renowned for its high academic standing, its cultural and sporting pursuits and disciplined learning environment. The high priority given to Christian values and student welfare and the open and natural setting of the College makes it a highly desirable centre of education and learning.

In keeping with the unique character of the College, staff members, both part-time and full-time, are expected to have regard for the Adventist faith, practice and culture. It is desirable that the appointee would be a practicing Christian and have an understanding of the philosophy and practice of Adventist Christian education.

<b>Position:</b>	Part time 25-30 hours (variable)
<b>Reports to:</b>	<b>Campus and Facilities Manager</b>
<b>Direct reports:</b>	Nil
<b>Employer:</b>	Seventh-day Adventist Schools (NNSW) Ltd (Please note that we are a preferential employer.)
<b>Remuneration:</b>	In accordance with the Support and Operational Staff Enterprise Agreement 2018-21.

**Employment Conditions:**

Employment at the College is subject to and inclusive of, the following conditions:

- A successful 'Working with Children Check' prior to commencing employment
- A three month probationary period
- An annual review to be carried out with the Principal and Business Manager
- Other conditions as determined by the terms of the Enterprise Agreement.

**Position Summary**

The Campus Assistant ~ Groundsperson will exercise a high level of professional expertise in

undertaking turf management activities including maintaining lawns and playing surfaces to a high operational and presentation standard by appropriate use and application of lawn care equipment, products and techniques.

The Groundsperson will work under the direction of the Campus and Facilities Manager and contribute to the overall efficiency and effectiveness of the Grounds and Maintenance team in the general operation of the site, and in accordance with the College Maintenance Plan.

## **Duties**

Key duties include, but are not restricted to:

1. Maintain healthy plant growth in gardens and grounds by adhering to a program of regular fertilizing, weed reduction and watering
2. Ensure gardens are maintained in a neat, attractive and manner by regular pruning and replanting where necessary
3. Use blower and/or vacuum to keep paved areas clear of leaf and other litter
4. Ensure lawns are kept neat and tidy by mowing and edging on a regular basis
5. Maintain ovals in playable condition by ensuring appropriate coverage of grass including regular seeding of seasonal grasses
6. Assist in preparation of the grounds for sporting and community events, including line marking and setting up traffic control devices
7. Assist in inspection of ovals and implement closures, when necessary, in consultation with sport department and heads of school
8. Assist in landscaping projects as required
9. Make effective use of on-site water supplies by monitoring and maintaining tank and dam water supplies
10. Be sensitive to the environment by economic use of energy, water and other resources where possible
11. Ensure all equipment is operated safely and maintained in good operating order
12. Ensure appropriate handling of chemicals in harmony with safety guidelines and maintain required records
13. Report any observed maintenance, security or safety issues
14. Undertake any other duties as may be required from time to time.

## **Relationships**

All staff are expected to:

- maintain a professional and collegial relationship with colleagues, parents and students
- follow line management
- work independently and as part of the whole grounds and maintenance team.

## **Work Health and Safety Responsibilities**

- Participate in the development of a safe and healthy workplace
- Comply with policies for the safety and health of the worker and of others, in adhering to safe work procedures and duty of care
- Co-operate with the school management in its fulfillment of its legislative obligations
- To report any injury, hazard or illness immediately, where practicable to the appointed

- workplace representative/s and complete incident report in the WHS log
- Not place others at risk by any act or omission
- To know and understand relevant policies and procedures, including grievance and code of conduct policies
- Not willfully or recklessly interfere with safety equipment.

## SELECTION CRITERIA

### Essential

- Demonstrated experience and achievement in field of expertise
- Knowledge of safe and proper use of maintenance equipment
- Demonstrated ability to perform work to a high standard as directed with attention to detail
- Excellent organizational skills and ability to complete tasks in a timely manner
- Self-motivated with the ability to work unsupervised
- Proven ability to work effectively in a team environment
- Proven strong work ethic
- Awareness of WHS requirements and ability to identify and minimize risks
- Current Drivers Licence

### Desirable

- Certificate IV in Parks and Gardens or equivalent trade certification
- Current First Aid Certificate
- Bus Drivers Licence (LR)

**Applications close:** 4 pm 19 October 2018.

- Written applications must be forwarded to The Business Manager, Macquarie College, PO Box 517, Wallsend, NSW, 2287 or [employment@macquariecollege.nsw.edu.au](mailto:employment@macquariecollege.nsw.edu.au)
- Applications must be marked confidential and quote the position title;
- Provide a supporting statement addressing the essential and desirable criteria as detailed in the position description;
- Provide a CV with details of all qualifications and experience, and the contact details of three referees.

For further enquiries contact David Parkinson: [dparkinson@mc.nsw.edu.au](mailto:dparkinson@mc.nsw.edu.au) or phone 02 4954 6222.

For further information about the College: [www.macquariecollege.nsw.edu.au](http://www.macquariecollege.nsw.edu.au)