

Groundskeeper - Job Description

Responsible to: Principal and Campus Property Manager

Functional Relationships: Campus Property Manager, Caretaker, and other property staff.

Overall Objectives: To develop and maintain the campus grounds and facilities to a clean, tidy and functional state.
The Groundskeeper will mostly focus on duties outside but not exclusively.
All duties and activities will be aligned with and promote where possible, the school's vision and values.

The Groundskeeper will work closely as part of the Campus Property team, to provide a service that ensures the grounds and campus facilities are developed and maintained, fit for purpose, are maintained to a high standard, and meets all health and safety and legislative requirements.

Key Areas	Expected Outcomes
<u>Grounds</u> Gardening duties Maintaining external surfaces Ensuring a safe and secure environment	<ul style="list-style-type: none"> ● Gardens and the like are maintained and are of a high standard on request ● A positive and productive relationship with gardening contractor/s is maintained ● Concrete hard surfaces are clean and free of dust and dirt ● Water blasting of hard surfaces keeping them clean and maintained - includes buildings, windows and concrete surfaces ● Window cleaning as required ● Hazards are identified and dealt with accordingly
<u>Security</u> Security of campus facilities and equipment is maintained	<ul style="list-style-type: none"> ● Carry out security procedures for school buildings and grounds ● Unlocking and locking of school gates and relevant doors ● Open and close the school for events/evening use as arranged by the Campus Property Manager ● Managing the school alarm system as requested ● Security mark new equipment as necessary
<u>Bathrooms</u> A high standard of hygiene is maintained	<ul style="list-style-type: none"> ● Bathroom areas are kept clean, tidy and replenished throughout the day if necessary, attending to any cleaning emergencies that may result ● Spills and accidents across campus are dealt with swiftly and in an appropriate and safe manner

<p><u>General maintenance and facility management</u> Provide ongoing maintenance To set up for campus events</p>	<ul style="list-style-type: none"> ● General maintenance and minor repair work is performed on equipment and throughout the campus facility where possible ● Preparation/set up of theatre and other locations on campus for events/functions as required ● General transporting duties for deliveries, equipment, furniture, etc. throughout the campus ● Competent, safe and effective use of equipment such as outdoor vacuum blower units, water blaster, lawn mower, quadbike, etc.
<p><u>Rubbish management</u> Rubbish on the grounds is managed</p>	<ul style="list-style-type: none"> ● Ensure rubbish bins are positioned in allocated places ● Manage the security of rubbish bins across the campus ● Ensure that all external rubbish is stored appropriately ● Keep campus clean and tidy, pick up obvious litter and be responsible for the removal of all debris from paths, play areas, grassed areas, gardens and entrances
<p><u>General duties</u> To complete designated and assigned duties To be committed to developing knowledge, skills and continual improvement</p>	<ul style="list-style-type: none"> ● To competently perform designated and assigned duties in conjunction with others and/or autonomously ● Take part in appropriate knowledge and skill development ● Take part and meet the objectives in the annual performance appraisal system ● Be an active and contributing member of the campus property team ● Complete any other work requested and deemed appropriate, by the Campus Property Manager and/or Principal

Name: _____

Signature: _____

Date: _____