

# POSITION DESCRIPTION

Grounds Person





## JOB CLASSIFICATION

<b>Position title:</b>	Grounds Person
<b>Reports to:</b>	Property Services Manager via the Head of Grounds
<b>Employment type and tenure:</b>	Permanent, Full-time Contract (1.0 FTE)
<b>Department / School:</b>	Business and Operations
<b>Location:</b>	Stringybark Road, Buderim, Queensland
<b>Industrial instrument:</b>	The Queensland Anglican Schools Enterprise Agreement 2021
<b>Position classification:</b>	Greenkeeping Employee Level 3
<b>Remuneration range:</b>	\$55,000 - \$60,000
<b>Last updated:</b>	May 2023

## ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1380 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

### Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

### Our Vision

To Educate for Excellence in Learning and Life.

### Our Values

**Compassion** | We are aware of suffering and are motivated to treat others with kindness, care and understanding.

**Courage** | We act bravely to overcome our fears, accept challenges and learn from our mistakes.

**Integrity** | We act with honesty, moral strength and grace, guided by humility and compassion.

**Respect** | We have a high regard for self and others, and for the wider community, and treat each other accordingly.

# ABOUT THE POSITION

## Position summary

The Grounds Person works as part of the Property Services Team under the direction of the Head of Grounds and is responsible for ensuring that the College facilities are maintained at a high level of operational effectiveness and public presentation.

The role covers a wide range of duties including: maintenance of gardens, lawns and grounds, administration, record keeping, organisation, setting up and dismantling facilities and equipment checks to ensure safe and effective operation.

## Primary relationships

- Report directly to the Property Services Manager via the Head of Grounds
- Work in partnership with members of the Property Services Team on a daily basis
- Collaborate with staff and other members of the College community
- Liaise with trade-persons and suppliers on matters relating to grounds

## Main responsibilities

### Grounds Maintenance

- Assists the Head of Grounds in maintaining the College's sports turf facilities, grounds, and sports fields, including irrigation and watering, fertilising, mowing, edging, line marking, spraying and aerating.
- Ensures that all machinery, gardening, and grounds equipment is appropriately maintained.
- Assists the preparation and marking of ovals for sporting activities.
- Assist the Cricket Curator to prepare and maintain the turf cricket wicket for the summer cricket season.
- Assist with maintaining the College's gardens, including garden beds, watering and irrigation, fertilising, weeding, hedges and pruning.
- General cleaning duties, including cleaning outside garbage bins, blowing, sweeping and pressure washing all pathways, verandahs, stairs, landings, roadways and bitumen car parks.
- Maintains hygienic standards for all external drinking fountains and washbasins.
- Undertakes general routine preventative maintenance and mechanical repairs to garden and grounds equipment as applicable.

### College Activities

- Organise and assists with the 'setting up' of College facilities for College staff and hire by outside groups, including erecting tents, trestle tables, outside lighting, barbeques, seating arrangements, tea and coffee making facilities etc.
- Organise and assist with the prompt 'putting away' of equipment and restoring College facilities to their previous condition following use by staff and outside groups.
- Organise and assist with moving furniture and equipment as required.
- Assists with setting up the P&FA Fair, Sports Carnivals, etc.
- Assists with collection and emptying all outside garbage bins and transfer to the bulk rubbish holding bins, if required.
- Assists other staff with emergency cleaning matters.
- Assist with delivery of goods to staff as required.
- Ensures that campus signs are clearly visible and advise missing or damaged signage.

- Organise and assist with keeping drains and grates free of obstacles.
- Organise and assist with small paving and landscape jobs.
- Organise and assist with repairs to fences and gates.
- Undertakes preventative maintenance and repairs to playground equipment and other outdoor structures.
- A practical working knowledge of cleaning equipment, such as high-pressure water cleaner and floor scrubber.

#### **General**

- Regularly inspects and monitors all grounds equipment, furniture, and fixtures in accordance with Workplace Health and Safety guidelines.
- Performs other duties as directed by the Head of Grounds, Property Services Manager, Director of Business and Operations or Principal.

## **ABOUT YOU**

### **Person specification**

#### **Essential qualifications**

- Trade qualification/s in groundskeeping, horticulture or a related discipline or an equivalent level of professional experience.
- Positive Working with Children Check (QLD Blue Card) or willingness and ability to obtain.
- Open and unrestricted manual driver's license.
- Chemical and spray licence - AC DC and or willingness to obtain.
- Construction White Card.

#### **Knowledge, experience, and attributes**

- Demonstrated experience in maintaining grounds, sporting fields and general maintenance in a medium to large organisation, and knowledge to apply general industry practices.
- Experience in horticulture is highly regarded (not essential).
- Effective interpersonal and communication skills with the ability to work as a constructive member of the Property Services team.
- Ability to create and maintain positive relationships based on respect and trust with students, parents, visitors, colleagues, and the wider community.
- A practical working knowledge of small engines, grounds, and gardening equipment such as ride-on lawnmowers, tractors, hedgers, edgers, chainsaws, brush cutters, line trimmers, EWP and a basic understanding that allows the identification of electrical and plumbing concerns.
- An understanding and practical approach to workplace health and safety.



# STATEMENT OF COMMITMENT

## Safeguarding our Students

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

## Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained.

## Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

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*A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.*





**Matthew Flinders Anglican College**

1-47 Stringybark Road, Buderim QLD 4556

P: 07 5477 3200

**[www.mfac.edu.au](http://www.mfac.edu.au)**

*"Surrounded by our past, united by our future." Artwork by David Williams of Gillingimbaa.*