



Grounds & Maintenance Assistant

2-3 days per week Part-Time

Employment Package



Position Vacant

The incumbent will be a committed Christian and be an active member of a Christian Church. They will work closely with and under the direct supervision of the Operations Manager and in cooperation with the other grounds/maintenance staff. The responsibilities associated with the position will include the maintenance of school grounds, appearance of ovals and garden beds and general maintenance work in order to fulfil the requirements of the College, relevant Acts, Regulations and Standards.

Charlton Christian College is a well-established K-12 Christian College of 600 students at Lake Macquarie. It was founded as Lake Macquarie Christian College in 1998 by the Christian Education Foundation and relocated to its current site, a year later and in 2005 renamed as Charlton Christian College. The Foundation's Board of Directors is elected from the Association members and most are past or current parents. Charlton is a member of CSA (Christian Schools Australia) and AIS (The Association of Independent Schools). Staff are committed Christians and enjoy outstanding staff facilities and a positive supportive environment.

The Application process

Applicants are to:

- a. Download and complete the Application for Employment form, from the College website: <http://www.charlton.nsw.edu.au/positions-vacant/>.
- b. Generate a covering letter
- c. Include Curriculum Vitae and
- d. Other supporting documentation

Submit the completed documents above to the Executive Assistant, Estelle Hooper at estelle.hooper@charlton.nsw.edu.au prior to 4:00pm on 8 February 2019.

Receipt of your application will be acknowledged by email.

The Selection Process

Short-listing will be undertaken by members of a selection panel. It is the intention that All applicants will be notified of the selection panels' decisions.

Only short-listed applicants will be interviewed. The interview will consist of a series of questions based on determining the capacity of the applicants to undertake the role description. Applicants will be given the opportunity to explain and expand on the information provided in their application.

Applicants may be required to give examples of how they would handle case scenario situations.

All applicants will be notified of the outcome of interviews and unsuccessful applicants may, at the discretion of the panel, obtain feedback on their application and interview by contacting the selection panel.

General Employment Conditions

Wages and conditions of employment will be in accordance with the NSW General Staff Multi-Enterprise Agreement 2018 SOSS Level 1 step 1 \$23.53 per hour which could increase with trade qualifications.

Payments are made directly to a bank/credit union account on a fortnightly basis.

The College is a smoke free environment. No smoking or alcohol consumption is permitted on campus or whilst operating any vehicle.

Policies and procedures are in place for College staff including those required by workplace laws. It is important that these policies and procedures are adhered to.

The College is committed to a safe and healthy workplace and has various policy and procedure documents including a Workplace Health & Safety policy.

All new employees undergo an induction upon commencement of employment.

Position description

The Role

The staff of Charlton Christian College are the College's greatest asset. We have the privilege of partnering with parents as we assist them in the nurture of their children. The call to educate young people is indeed a high calling and we rely on God, the Author and Perfecter of our faith.

Staff exhibit godly relationships and maintain good relationships with other staff, students, and parents. They adopt a co-operative spirit, sensitively express convictions on professional matters and accept group decisions graciously and abide by same. Staff use discretion and consideration in speaking of the College or of colleagues and reflect a spirit of Christian love in dealing with students. Staff provide for individual emotional, physical and social differences and stimulate the development of Christian character inside and outside of the classroom.

Key Responsibilities:

1. General

- a. landscaping and planting programs for grounds in line with grounds master plan
- b. to ensure safe and attractive school environment
- c. maintenance of buildings, furniture and equipment
- d. maintenance of a safe work place for staff and students
- e. ensure machinery and equipment is kept in safe working order
- f. basic maintenance of bus fleet
- g. to operate within determined budgets
- h. keep work area clean and tidy ensuring college WH&S requirements are being met
- i. work as directed by the College Operations Manager

2. Grounds Maintenance and Beautification. As directed by the Operations manager

- a. garden beds are free from weeds and plants in a healthy condition
- b. pathways and courtyards are free from debris. Internal road gutters are clear of debris lawns are kept green and trimmed. Weeds and grass around trees and edges kept short and tidy
- c. APZ area is kept clear of debris and long grass
- d. regular program of mowing and slashing is undertaken
- e. assist with the maintenance of the sports field
- f. grounds are kept safe and in line with the College's WH&S policy
- g. support events that contribute to the life of the college including setup of furniture/equipment for events in the hall or sports/gala events
- h. waste management such as bin emptying and recycling
- i. operation of machinery such as Bobcat, ride-on mower, brush cutter etc.

3. Building Maintenance. As directed by the Operations manager

- a. maintenance and repair of classroom and outdoor furniture
- b. maintenance and minor repairs to building infrastructure
- c. maintenance and repair of perimeter fencing
- d. maintenance and minor repair of plant and machinery
- e. minor electrical and plumbing tasks

4. First Aid

- a. attend to first aid requirements as needed
- b. provide the appropriate first aid treatment
- c. maintain a record of all first aid provided

5. Generic Tasks

- a. become familiar with and adhere to all College policies and procedural guidelines
- b. attend professional development as requested
- c. alert the Head of School to any enrolment, public relations, communications, fundraising, marketing or office procedure concerns &/or suggestions for improvement

Generic Work Skills and Dispositions:

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1. Interpersonal Relationships:

- a. works effectively and co-operatively with other team members
- b. considers impact of own actions on other team members, students and parents.
- c. is committed to behaviour that reflects the Fruits of the Spirit and in a manner that fosters a positive team approach

2. Professionalism:

- a. punctuality and adhering to timelines
- b. professional dress standard
- c. engagement and contribution
- d. adherence to code of conduct

3. Analysis & Problem Solving:

- a. breaks information into component parts, patterns and relationships whilst maintaining a sense of big picture and purpose
- b. seeks further information or a greater understanding of a situation
- c. uses logical and rational judgement and criteria
- d. approaches situations from a Christian worldview
- e. thinks and works ethically and wisely

4. Communication:

- a. confidently represents self and the College
- b. effective in verbal, written, and electronic communication within and outside the College in English
- c. adjusts style to suit the person and the scenario

5. Forward Thinking & Planning:

- a. anticipates tasks, situations and future events taking into account the College calendar, colleagues and others
- b. manages time effectively
- c. anticipates implications due to changed circumstances

6. Responsibility & Accountability:

- a. demonstrates initiative
- b. responds positively to accountability and direction
- c. is accountable for their decisions and individual outcomes

7. Adaptability:

- a. adopts a flexible approach to new or changing situations
- b. is open to suggestions for doing things differently
- c. encourages others to embrace new ways of doing things

8. Decisiveness:

- a. prepared to make decisions
- b. makes timely decisions
- c. commits to a definite course of action
- d. decisions and actions taken are appropriate to the situation

9. Productivity:

- a. has processes to achieve required outcomes
- b. maintains quality at all times
- c. uses assigned resources to achieve desired objectives

Work Health and Safety responsibilities for all positions

1. promote a positive safety culture in the College;
2. support the Principal in the establishment of a WHS Management System and in the carrying out of various roles and responsibilities in WHS;
3. comply with the College's WHS policy, safe work procedures, instructions and rules;
4. identify any unsafe behaviour, or unsafe or unhealthy conditions and report these to the Business Manager;
5. adopt risk management strategies to minimise risk of injury to people and property in the workplace;
6. be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by acts or omissions at work;
7. cooperate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011 and the regulations that are imposed in the interests of health, safety and welfare of the College or any other person;
8. attend WHS education and training opportunities, as provided and apply learning;
9. report or make such recommendations as they deem necessary to eliminate or minimise any hazards of which they are aware, regarding working conditions or methods;
10. ensure own work areas are tidy and safe; and
11. specific WHS roles and responsibilities include:
 - a. perform duties in a safe and responsible manner;
 - b. comply with reasonable instructions from the Business Manager to carry out a safe work procedure;

- c. wear supplied personal protection equipment
- d. be familiar with the material safety data sheets (MSDS) for any chemicals used and abide by the directions therein, particularly for use and storage
- e. seek approval from the Learning Support Coordinator prior to the purchasing of chemicals/equipment
- f. do not bring unapproved chemicals on site and cooperate in the annual WHS auditing process

Other Terms & Conditions of all Positions

Confidentiality - The College's affairs are to be treated as confidential and are not to be discussed or disclosed to unauthorised persons or entities and you must undertake to preserve this confidentiality at all times whether or not employed by the College.

Personal Development - You shall undertake such in-service training or other professional development seen as necessary by the College to maintain high standards and shall participate in the College's performance review program and bring to the attention of the Business Manager any needs for personal professional development.

Inherent Requirements - You are required to acknowledge that it is an inherent requirement of the position to conform with the doctrines, tenets, beliefs or teachings of Christianity as espoused and interpreted by the College.

Working Hours – Your working hours are according to those in your letter of appointment. Time off in lieu in exchange for these periods is to be taken within six months of the activities.

Terms of Agreement - The terms of the NSW Christian Schools General Staff Multi-site Enterprise Agreement and College Staff Handbook and Code of Conduct apply to your employment.

The College retains the right to re-allocate or change your duties as the need arises.

(NB: Where appropriate duties can be delegated to volunteers, however, final responsibility for all the duties listed remains with the employee. Privacy Act issues are to be considered when delegating work to volunteers)