



Property and Grounds Maintenance (part time)

Learning today, inspired for tomorrow...

The Anglican School Googong seeks to promote lifelong learning in a Christian context, so as to best prepare our students for their future beyond Googong.

Established in 2015, the school is in its fifth year of operation in 2019 with over 250 students in Kindergarten to Year 8. By 2023, the school will be ELC to Year 12.

As an Anglican school in the Canberra-Goulburn Diocese, our mission is for our students, school and community to be transformed by the love of Jesus. By nurturing each student's capacity to grow in knowledge of themselves and God, our hope is that they will become considerate and compassionate contributors to the wellbeing of the wider community, under the influence of Christian teaching and experience.

Applicants for this position should be able to demonstrate support for the School's Christian ethos.

The Anglican School Googong is seeking to appoint Property and Grounds Maintenance person who is suitably experienced and enjoys working in a collaborative environment. The successful applicant will ideally be a Christian and actively involved in their church.

The Grounds & Maintenance Manager is responsible for operational property and maintenance matters, including general care of all grounds and facilities and day to day property and equipment maintenance.

Responsibilities

Grounds

- Ensure grounds are presented in a tidy and professional appearance
- Maintain gardens and grassed areas – including watering/monitoring irrigation, weeding and fertilisation of garden beds, pruning of trees and shrubs, fencing, mowing and snipping of grassed areas

Maintenance

- Develop and implement a maintenance program
- Undertake minor repairs and routine maintenance of buildings and equipment
- Arrange and supervise contractors undertaking maintenance on site

Working Bees

- Co-ordinate and supervise School Working Bees
- Identify appropriate tasks to be undertaken and attendance at working bees

Workplace Health and Safety

- Attend to all matters ensuring that the School grounds and facilities meet appropriate WHS requirements
- Lead WHS committee
- Action WHS concerns as reported

Other Responsibilities

- Set up and pack away furniture/ equipment for School functions/ events/ activities
- Deliver goods to classrooms or storage areas
- Respond to Out of Hours security call outs as required
- Attend out of school hours events as required
- Relocate bins across the playground as required
- Keep an audit of school furniture

Applicants should demonstrate a clear understanding and affinity with the ethos and philosophy of the School and will:

- Work independently being able to prioritise work
- Schedule and meet agreed deadlines
- Demonstrate ongoing enthusiasm, initiative and independence
- Communicate effectively with other staff
- Demonstrate approachability and flexibility
- Have personal pride in work quality
- Show attention to detail
- Remain calm under pressure

Desirable knowledge and training:

- Computer skills and literacy
- Trade qualifications and/or 3-4 years 'hands on' experience in a similar role
- Current motor vehicle license
- Knowledge of WHS legislation and requirements
- Current first-aid training
- NSW Working with Children Clearance – essential

Applications should include:

- A covering letter addressing the position description
- A curriculum vitae
- Three confidential referees
- Working with Children verification (number and date of birth)

The Anglican School Googong has statutory Child Protection responsibilities under revised legislation which became effective on 15 June 2013. Under the Child Protection [Working with Children] Act 2012 [NSW] and the Child Protection [Working with Children] Regulation 2013 [NSW] the School can only employ persons who hold a WWCC clearance from the NSW Office of the Children's Guardian.

Applications should be forwarded by 21st February to Principal@tasg.nsw.edu.au