

Role Description

Maintenance and Grounds person

Area: Whole School

Reports to: Facilities Manager

Key Role Relationship: Facilities Manager, Economic Development Director, School Director, Teachers & Staff, Students

Role Context:

The Samford Valley Steiner School (SVSS) has experienced considerable growth since its inception in 1987, most notably over the past five years. This growth has included a High School operating since 2006, significant capital works, an increase in both students and staff, and double streaming through the school. Administrative roles within the School exist primarily to support the teachers to do their work in delivering the uncompromised Steiner education to students and to help facilitate the School's growth over time.

Role Purpose:

The primary role of the Maintenance and Grounds person is to work on hands-on tasks for the day-to-day requirements of the site, ensuring that the buildings & facilities are safe and functional, that the curriculum is supported as needed and that the grounds are maintained to a suitable level.

Key Accountabilities:

Site & Grounds Maintenance

Create and maintain a safe and aesthetically pleasing campus and buildings at SVSS. Tasks include building and facility maintenance, preparation and support for events or festivals, equipment maintenance, carpark warden, cleaning, moving furniture, maintaining water tanks and pipes, lawn care and other tasks as required to support the school and the curriculum.

Maintenance Shed and Storage

Ensure the Maintenance shed and storage containers are clean and tidy in accordance with WHS regulations.

WHS

Assist the Facilities Manager and Compliance Officer in WHS initiatives across the school, which proactively identify and mitigate risks, to increase both safety awareness and safety practices and to maintain and improve safety outcomes. This includes raising the awareness in the workplace of WHS policies to reduce the number of incidents and injuries.

Safety and Compliance

Safety is a priority for all SVSS staff. All staff employed in any capacity by SVSS are expected to understand and effectively apply safety policies and practices as relevant to their role.

Signature of Employee:

Signature of Supervisor:

Date: