

Caretaker / Grounds

ACS Job Description

Caretaker Collective Agreement

GENERAL DESCRIPTION

Aidanfield Christian School has significant grounds (4 hectares) first established in 1933. This means we have both established trees and gardens that require ongoing maintenance as well as the opportunity to continue to develop them further within the context of a state integrated school. We are a state school not a private school and our funding is limited.

We currently have a role cap of 450, 5 year old to 15 year old pupils rising to 550 by 2030. The caretaker aspect of the role provides for duties that support the staff, pupils and parent community to function well.

The Grounds person /Caretaker assists and is accountable to the Principal for carrying out maintenance and development of the land and buildings on the school site. There is a need for health and safety knowledge related to grounds work and buildings and the caretaker will have responsibility for duties as delegated, and for responding to the day to day needs of a school. There will be a requirement to respond to alarms, work collaboratively with teaching staff, and to serve the school community through the maintenance and development of our extensive grounds. All equipment is provided and the full staff team is an outstanding group of people to work with. Christian faith is the heartbeat of our school and a comfort to work within this environment is a must.

KEY OBJECTIVES:

- To maintain the buildings and grounds to a high standard of repair.
- To coordinate all trades/services as required and within budgets to meet the needs of the school operations.
- To ensure the health and safety of everyone who is on site as it pertains to the grounds and buildings.
- To support the school staff, pupils and parent community in our collective life together.
- To support, through word and deed the special Christian character of the school which is our heartbeat.
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Reports to:

Direct up: Principal

Liaise with: Deputy Principal, Heads of School, Admin Finance, school staff, Proprietor representatives

Grade: This role sits within the Work Matrix as Grade 2 Caretakers, but is the starting point with possibility of movement dependent upon experience and skill levels.

Key Tasks	Outcomes
Special Character Perform all functions in a manner that supports the special Christian character of the school and maintains the culture of the school.	<ul style="list-style-type: none">• Evidence of a consistent and purposeful support of the staff code of conduct, articulated values and expression of the school in all initiatives• Maintenance of support for the special character of the school.
Personal organisation Maintain personal well-being.	<ul style="list-style-type: none">• Positive work-life balance is planned.• Open communication between yourself and the Principal (for clarity, issues should be discussed in a timely manner so as to facilitate solutions) where 'balance' is becoming challenged by work related expectations.

<p>Administration Maintain a structured, transparent and logical schedule for maintenance</p>	<ul style="list-style-type: none"> • All files and records are stored on the school computer network system only and paper files within the school administration storage. • All files are immediately and freely available on request of: Board Chair, Principal. • Staff, student and commercial confidentiality is maintained at all times.
<p>HEALTH AND SAFETY Remain up to date on school safety issues and engage in professional development where appropriate/needed</p>	<ul style="list-style-type: none"> • Comply with emergency evacuation procedures and fulfil delegated roles in this area • Ensure timely and safe disposal of waste • Arrange and confirm Building Warrant of Fitness on time annually and displayed as required. • Ensure operational compliance indoors and outdoors with the school's Health and Safety Policy and Building Warrant of Fitness requirements. • Principal is notified of any exceptions that cannot be resolved. • Principal is informed of relevant issues that need addressing and action required.
<p>School Security</p>	<ul style="list-style-type: none"> • Be first on call for school fire and burglar alarms during hours of 7am to 6pm all year – respond appropriately and as needed. • Start all applicable heating by 7.30am each school day. • Ensure the security of the school each day.
<p>GROUNDS Grounds work is likely to be at least 50 % of the work load.</p> <ul style="list-style-type: none"> • To maintain the grounds to a high standard of repair. 	<ul style="list-style-type: none"> • Ensure the lawns and gardens are maintained in a tidy condition (lawn mowing, weed spraying etc) and developed where appropriate. • Mark playing fields as required for sporting activities and maintain • Maintain outdoor play areas and equipment in good order and develop them to be compliant with safety regulations • Maintain gardening and grounds tools, equipment and supplies in good order and condition and ensure appropriate secure storage
<p>SCHOOL CLEANING The day to day cleaning of the school is done by contractors. The Grounds person/Caretaker monitors the cleanliness of the school and addresses areas where needed.</p>	<ul style="list-style-type: none"> • Clean school areas as required to meet needs that fall outside the responsibilities of the school's contracted cleaners • Empty school rubbish bins daily and manage cost effective disposal of rubbish • Maintain school cleaning equipment in good order and ensure appropriate secure storage • Maintain adequate stocks of cleaning and bathroom supplies and order as required within budget • Ensure exterior of windows and buildings (single story) are washed regularly/as needed.

	<ul style="list-style-type: none"> Maintain clean guttering as needed. <p>Note: this role requires the occasional cleaning of body fluids that children are so good at suddenly producing (eg. urine, vomit).</p>
REPAIRS AND MAINTENANCE To maintain the buildings to a high standard of repair.	<ul style="list-style-type: none"> Cost-effectively complete repairs, maintenance and development activity as required and within the experience and abilities of the person appointed including identifying needs. Notify the Principal of requirements for equipment, materials or trade services needed beyond the expertise of the person appointed Supervise/coordinate trades people and contractors while on site Maintain school tools, repair and maintenance equipment and supplies in good order and condition and ensure appropriate secure storage
VEHICLES	<ul style="list-style-type: none"> Maintain current Warrant of Fitness and servicing on all school vehicles Maintain cleanliness of school vehicles at all times Ensure school van is fuelled and ready for use each day/week
GENERAL	<ul style="list-style-type: none"> Ensure electricity usage for lighting and heating is minimised while meeting the safety, security and educational requirements of the school Meet as required with the Principal to plan work schedule and report progress and issues Supply the Principal with reports as requested Assistance with other support tasks as requested Be fully involved in school events (School Prize givings, Fair, Working Bees, parent evenings etc) There may be opportunity to work with students on specific projects within the school and provide mentoring for some as appropriate as well as developing a love of the environment in others

Review date	Reviewed with	Changes/adaptations	Next review	Signed
June 2026	Mark R			

Person Specifications 2026

Grounds person / Caretaker

Personal Attributes

We have had both male and females in this role in the past.

We are seeking someone who can become a part of our community, share our love for the school and its pupils and invest their life into giving young people great opportunities. Such a person is likely to reflect the following:

1. The ability to fully uphold the Christian Special Character of the school
2. Able to communicate effectively and accurately
3. Pleasant, courteous and respectful
4. Warm, approachable
5. Develop and demonstrates pride in and loyalty to the school, students and staff
6. Self-motivated, and able to work alone/unsupervised or as part of a team
7. Demonstrate a service-oriented attitude consistently
8. Have an attention to detail
9. Teachable
10. Use initiative appropriately
11. Shows sound judgement
12. Punctual, dependable and trustworthy
13. Adaptable

There will be an expectation to assist with occasional out of hours school events. These are scheduled well in advance and we request all our staff go above and beyond to make these events great community times.

Professional Skills

1. Has excellent time management skills
2. Evidence of ability to prioritises work load well
3. Experience managing delegated budgets
4. First Aid qualified or willing to train in this
5. Ideally has appropriate tractor work experience (mower)
6. Holds current full driver's licence
7. Trained and/or experienced with general landscaping/caretaking equipment
8. Ideally competent handyman level abilities or higher in one or more of the trades

This position requires a clean police record and regular and ongoing Police Vetting will be carried out as required by the Vulnerable Childrens' Act.