

JOB DESCRIPTION

STAFF MEMBER:

POSITION:

Groundsperson/Maintenance worker

TENURE:

Permanent – 35 hours per week – 52 weeks per year

RESPONSIBLE TO:

Maintenance Manager and Business Manager

PRIMARY EXPECTATIONS

To maintain the school grounds, outdoor areas and associated facilities in a clean, tidy, well-presented and safe condition, supporting the effective operation of the school. The Groundskeeper is expected to carry out all work in accordance with Nayland College policies, procedures and health and safety requirements.

KEY ROLES AND RESPONSIBILITIES

The Groundskeeper works as part of the property and grounds team and assists the Maintenance Manager, Business Manager and other relevant staff in maintaining the school environment to the standard required by the Board of Trustees.

1. Maintain the school recycling system, including bins, paper storage and recycling centres.
2. Carry out litter collection throughout the school grounds and dispose of waste appropriately.
3. Collect rubbish and empty outdoor bins regularly, ensuring bin areas are kept clean and tidy.
4. Mow lawns and grass areas using the tractor, ride-on mower and hand mowers as appropriate, ensuring edges and grass areas are maintained to a neat standard.
5. Trim, shape and maintain hedges and other planted areas as required.
6. Use leaf blowers, vacuums and leaf collection equipment to keep paths, driveways, courtyards and other outdoor areas clear of leaves and debris.
7. Clean and maintain outdoor courts and other hard-surface areas, including removing food, leaves and other debris.
8. Carry out water blasting of appropriate school buildings, paths, courts, concrete and other outdoor surfaces as scheduled and required.
9. Assist with preparation of areas for school events, including cleaning, setting out furniture and marking grounds.
10. Maintain, clean, store and set out hall chairs and other outdoor/event equipment as required.
11. Assist with the care and maintenance of gardens, including spraying where authorised and appropriately trained, leaf collection and disposal.
12. Maintain grounds equipment and machinery, including mowers and water-blasting equipment, in safe and serviceable working condition and maintain required maintenance records/logbooks.
13. Carry out irrigation, fertilising and other routine lawn and field maintenance.

14. Assist with minor grounds-related maintenance and repairs within the scope of the role and report matters requiring specialist attention.

15. Attend grounds and property meetings as required.

HEALTH AND SAFETY RESPONSIBILITIES

The Groundskeeper has an active responsibility for maintaining a safe working environment for themselves, students, staff, contractors and visitors. This includes:

- Follow all Nayland College health and safety policies, procedures, safe operating procedures and reasonable instructions.
- Identify, report and, where appropriate, eliminate or control hazards in the grounds, work areas and equipment.
- Immediately report hazards, near misses, incidents, damage or unsafe conditions to the appropriate manager and record them through the school's required systems.
- Use machinery, vehicles, tools, chemicals and other equipment only when trained, competent and authorised to do so.
- Wear and maintain appropriate personal protective equipment (PPE) and ensure PPE is suitable for the task.
- Use appropriate controls when undertaking water blasting, including checking equipment and hoses, maintaining safe distances, using barriers/signage, controlling access to the work area and managing slip, spray and runoff hazards.
- Take particular care around students, staff, visitors, contractors, traffic, electrical equipment and other activities occurring near work areas.
- Follow safe practices for manual handling, lifting, working with machinery, chemical use, spraying, fertilisers and other grounds-related tasks.
- Keep work areas, equipment and storage areas clean, secure and free from unnecessary hazards.
- Participate in required health and safety training, inductions, emergency procedures and other relevant professional development.

GENERAL

- 1.** Keep the schedule of jobs and maintenance tasks up to date in the school's electronic maintenance system.
- 2.** Carry out regular inspections of the grounds and follow up on outstanding maintenance issues.
- 3.** Regularly inspect the school grounds and equipment for potential hazards and take appropriate action to resolve or report them.
- 4.** Carry out fire warden duties, if required.
- 5.** Attend security call-outs as required.
- 6.** Complete opening and closing/unlocking procedures as required.

7. Assist the Maintenance Manager and Gardener when required and work cooperatively with other members of the property team.

OTHER DUTIES

- Undertake other duties as may reasonably be required from time to time in consultation with the Maintenance Manager, Business Manager and Senior Leadership Team.
- Attend relevant training and professional development as required, including health and safety training.
- Additional hours may be required from time to time, with payment made in accordance with the applicable Collective Agreement and employment agreement.

PROFESSIONAL DEVELOPMENT AND REVIEW

The Groundskeeper is expected to set professional goals and participate in the Nayland College professional development and review process.

Professional development discussions with the appropriate manager will help identify strengths, highlight issues requiring resolution and confirm professional goals. The Groundskeeper will undertake training identified as necessary for the effective and safe performance of the role.

Performance will be reviewed with respect to the effectiveness with which the key responsibilities outlined in this job description are being performed.

This job description is intended to describe the principal duties and responsibilities of the position. It is not exhaustive and may be reviewed and amended from time to time to reflect the operational needs of the school.

Employee

Principal / Delegated Manager

Date: _____

Date: _____



Application for Appointment

Position applied for

Tenure

Please state any supporting subjects

Information Statement

The information you provide on this application form, along with any other information you supply, will be used by the College solely for assessing your suitability for positions for which you have applied. If unsuccessful, your information contained in this application will be destroyed on completion of the appointment process unless otherwise requested by you. If successful, your personal information contained in this application will be held by and remain confidential to Nayland College. Under the Privacy Act 1993, you have the right (with certain exceptions) to request access to, and correction of, any personal information held by the College.

Personal Details

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other:

Full Name

Postal Address

Mobile Phone

Email Address

Date of Birth (optional)

Gender

Ethnicity

Emergency Contact Name

Emergency Contact Mobile

Are you a NZ Citizen/Resident? ☐ Yes ☐ No

If No do you hold a Work Visa/Permit? ☐ Yes ☐ No (Relevant documents must be sighted)

Teaching Registration Details

Registration Status ☐ Full ☐ Provisional ☐ Subject to Confirmation ☐ LAT

Registration Number

Renewal Date

Ministry of Education Employment Number (if previously employed in education sector)

Referees

Please provide the names and contact details for two references who may be contacted to provide information to support your application.

Name	Name
Address	Address
Phone	Phone
Email	Email
Relationship	Relationship

Declaration

Please describe any injury or illness, or other known conditions that you have that may affect your ability to effectively carry out the duties and responsibilities of the position.

Have you ever been convicted of *any* offence against the Law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in a school environment?

☐ NO ☐ YES If YES, you may be asked to provide a copy of relevant court records and be asked to comment further.

- I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in my application for this position and in my CV is true and correct. I understand that this may be verified and that failure to provide correct and true details of any conviction may make me liable for dismissal from the employment of the Board of Trustees.
- I give Nayland College permission to seek information about my employment and personal background from nominated referees and previous employers. I understand that this information will be treated in complete confidence and only used for staff selection purposes.

Applicant's Signature	Date
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Please return this application form with your CV and cover letter to:

Kenny Diamond Principal or
Nayland College
166 Nayland Road Stoke
Nelson 7010

Tina Marshall
Executive Assistant and Board Secretary
hr@nayland.school.nz