Position Description F4.28

TLS Grounds-person

Our Mission: “....inspiring excellence with Christ at the heart”

OUR VISION:
In partnership with families and Christ:
• provide a contemporary and future driven education,
• equip students with lifelong skills,
• recognize and develop individual talents,
• enable students to enrich their life journey and contribution to society.

TLS achieves this by providing:
• outstanding learning outcomes for students
• a curriculum that is innovative, relevant and targeted to individual needs
• a sound and comprehensive grounding in the Christian faith
• a community that nurtures family values
• a safe and stimulating learning environment
• access to outstanding facilities and technology
• continual professional development and appraisal of teaching staff

POSITION SUMMARY:
At Tanunda Lutheran School, the Grounds-person is required to support school operations in the areas of maintaining the school grounds and supervising the up-keep of the cottage garden and nature-play areas in accordance with the school’s curriculum, policies and procedures.

SCOPE AND NATURE OF THE POSITION
The Grounds-person reports to the Business Manager as line manager for this position.

KEY RESPONSIBILITIES –
The Grounds-person’s duties, undertaken within the terms of the Lutheran Schools SA Enterprise Agreement 2015 and in accordance with Tanunda Lutheran School curriculum, policies and procedures include, but are not limited to....

• Taking pride in maintaining the school grounds. This includes but is not limited to:
  o Mowing of all grassed areas as required;
  o Maintaining, programming and basic repair of irrigation equipment.
  o Weeding of all garden areas including spraying where approved.
  o Disposal of garden waste.
• Supervising the up-keep of the cottage garden, orchards and nature-play areas including the bush-block.
• Re-stocking of soft fill play areas to legal requirements.
• Organising timely responses, in person, or by arranging external contractors, to attend to grounds maintenance requests.
• Use the school-supplied power tools and equipment safely and appropriately.

Other responsibilities
• Comply with the requirements of the TLS Safety Management System
• Other tasks as directed by the Business Manager (or delegate)

REVIEW AND ACCOUNTABILITY
The Grounds-person will
• meet regularly with the Principal (or delegate) to review performance and plan for professional development.
• undertake personal professional development in line with the school’s requirements.
• undertake a 3 month probationary period.

PERSON DESCRIPTION
The Grounds-person will possess the following skills and attributes;
• ideally, previous experience as a Grounds-person and affiliation with the Lutheran Church.
• the desire to be actively involved in the Christian ethos and community of Tanunda Lutheran School both during school hours and after hours
• experience in using email and ideally a working knowledge of Microsoft Word and Excel.
• enthusiasm, initiative, patience and flexibility
• ability to work as an effective member of a team.
• ability to prioritize tasks and effectively manage time
• Current driver’s license, National Police check, Mandatory Reporting Training and First Aid Certificate.

Position Description is approved:

Principal Darren Stevenson _________________________________ ___/___/___

Acknowledged by Employee

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