Caboolture Montessori School

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Position Description:
Grounds & Maintenance Assistant

Department: Administration

Reports to: The Grounds & Maintenance Assistant reports to the Business Manager for workflow management.
The Grounds & Maintenance Assistant reports to the Principal for performance management.

Supervises: Nil, however, this role may need to liaise with parents through activities such as working bees.

Primary Objectives:

1. Maintain the school grounds (and all associated structures) to meet School Health & Safety standards and keep all areas tidy and aesthetically pleasing.
2. Maintain all buildings (and associated structures) to meet School Health & Safety standards and keep all buildings tidy and aesthetically pleasing.
3. Proactively manage risk in relation to the above objectives by identifying defects in the grounds and buildings that could potentially cause injury to any person and rectifying the defect as soon as is practical and/or reporting the defect to the Business Manager so that a third party can be engaged to rectify such defects.
4. Ensure at all times that Work Health & Safety is managed appropriately.

Primary responsibilities:

1. Grounds Maintenance:
   i. Maintain grounds as per grounds keeping schedule.
   ii. Keep all gutters free of leaves.
   iii. Clear away fallen plant material (particularly palm fronds) to keep grounds clear of obstructions.
   iv. Keep plant beds clear of fallen plant material, weeds and garbage, and that adequate mulching of plant beds is carried out at regular intervals.
   v. Replace dead plants in garden beds as required.
   vi. Keep plants around driveway and parking area pruned to ensure these do not obstruct cars or pedestrians.
   vii. Keep driveway clear of fallen leaves and ensure that stormwater drain in that location is maintained in working order.
   viii. Ensure that playground equipment and seating is kept clean and maintained in good order.
   ix. Maintain lawn and other areas through mowing and slashing as required.
   x. Perform other work on the school grounds/gardens as required.
2. Facilities Maintenance:
   i. Conduct repairs and maintain buildings as per maintenance schedule.
   ii. Conduct other once-off repairs as requested by Business Manager.
   iii. Conduct construction jobs (such as erecting shelves, laying paving, etc.) as requested by Business Manager.
3. The Grounds & Maintenance coordinator is **not** required to perform any duties requiring trade qualifications.