



MARIAN COLLEGE

Maintenance and Gardening Officer

POSITION:	Maintenance & Gardening Officer
REPORTS TO:	Business Manager
ROLE TENURE:	Ongoing
FTE:	1.00
QUALIFICATIONS	Valid Criminal Record Check and Working with Children's Card Valid Drivers License Appropriate Trade or equivalent TAFE desirable
CONDITIONS:	Catholic Education Multi-Employer Agreement 2022 Category A Education Support Level 2-5 – 4 weeks annual leave

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationships, they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

The Maintenance and Gardening Officer plays a vital role in supporting the Principal and the Business Manager by ensuring the planning, development, maintenance, and protection of the College's grounds and physical assets. Reporting to the Business Manager, this position involves a broad range of responsibilities aimed at maintaining a safe, well-presented, and functional environment for students, staff, and visitors.

CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

RESPONSIBILITIES:

MAINTENANCE & EQUIPMENT

- Perform a wide variety of general and semi-skilled maintenance activities within required time frames.
- Perform inspections, maintenance and repairs with minimum disruption to ensure that all students, staff and the community are provided with a safe and attractive environment for learning and work.
- Maintain a log of all maintenance functions and repairs performed.
- Operate and maintain in a safe and operational condition all machinery, tools and equipment.
- Transport goods to and from external locations.
- Assist with the collection and delivery of parcels around the College.
- Remove all rubbish from the College grounds on a regular basis.
- Set up venues for all College assemblies and staged events as directed by the Property Manager in accordance with the required timeline.

- Attendance at after school events to help with set up and pack up- time in lieu will be negotiated.
- Open and close the College as directed.

GARDENING

- Sweep College paths.
- Clear roof guttering drains and pits of debris and leaves.
- Pressure wash bins.
- Ensure all gardens surrounding the campus are, at all times, maintained in a safe and attractive manner.
- Carry out scheduled garden maintenance work as required.
- Provide pruning maintenance schedules and update perennial displays on a seasonal basis.
- Adhere to safe work practices whilst implicating and distributing chemical treatments for pests and diseases.
- Assist the Grounds team in the summer season with tasks related to the calendar.
- Check the state and condition of the gardens for disrepair, removal of rubbish and clean up when necessary.
- Assist in ensuring the grounds equipment is checked daily and report any faults or safety concerns immediately.

ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

GENERAL:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College community.
- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.

RISK AND OCCUPATIONAL HEALTH AND SAFETY:

- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

KEY SELECTION CRITERIA

1. Appropriate qualifications, suitable experience and a background relevant to the role.
2. Understanding of the philosophy and spirituality of a Catholic school.
3. Model the values of Kildare Ministries in interactions with students, staff and parents.
4. Be enthused by and committed to this role, its responsibilities and challenges.
5. Contribution to a child-safe environment, familiarity with and compliance with the College's Child
6. Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety.
7. Previous maintenance experience within an educational setting will be highly regarded.

Additional Note: This role description is flexible and may change based on the applicant's skills and the College's needs in consultation with the Principal. It aims to highlight key responsibilities without limiting the position's scope.

The Marian College community is committed to promoting the safety, wellbeing and inclusion of all students.