



Position Description

Position Details

Position Title	Grounds Person
Department/s	Operations / Facilities
Reporting to	Grounds & Maintenance Coordinator
Key Liaisons	Operations Manager, Facilities, Staff, Contractors, Visitors
Employment Type	Full time (38 hours per week), Monday to Friday 7:00am to 3:00pm
Pay Classification	<i>Queensland Anglican Schools Enterprise Agreement 2021</i> Green Keeping (Schedule 6G) – Grounds person Level 2
Last Review Date	April 2024

Our School

Hillbrook is a co-educational school of 900 students from Years 7-12, established in 1987. The School's motto, "In Balance We Grow" underpins life at Hillbrook, which prides itself a focus on quality teaching and learning and a specialisation in the nurturing of adolescents.

We aspire to provide all members of our staff and student body with support in a community environment. Hillbrook staff are encouraged to become involved in the collegial ethos of the school and are expected to support our core values.

The School Leadership Team (SLT) comprises the Principal, Deputy Principal, Head of Student Wellbeing, Head of Teaching & Learning, and a Chief Financial Officer (CFO).

The Role

The Grounds Person position is responsible for assisting the Facilities / Grounds Team with maintaining the gardens and the grounds. This role ensures the grounds are safe and provide a welcoming environment of the highest standard to Hillbrook and the wider community.

The position suits a person with a strong understanding of Work Health and Safety and duty of care requirements to ensure safe manual handling techniques (i.e. lifting and equipment use).

Key Responsibilities

Duties include but are not limited to:

- maintenance of grounds and gardens including weeding, mulching, fertilising, pest control, planting out and replacing as required
- general watering and pruning of all shrubs and trees at the appropriate time
- landscaping and planting of suitable replacement plans to renovate gardens as required to improve the school's presentation



- maintenance of hard and soft landscaping to preserve the grounds to be in a healthy, attractive and safe condition including mowing and edging, water pressure cleaning and scheduled maintenance
- blowing and cleaning landscaped areas and related items (drains, walkways, courtyards, etc)
- keeping all the equipment maintained in a satisfactory workable condition
- recycling or composting garden waste as necessary and assisting with the removal of daily rubbish from school bins in recreational areas
- assisting with minor repairs and maintenance under the supervision of qualified facilities staff
- providing assistance to external contractors and suppliers as required, ensuring a safe working environment
- assisting the Facilities team with set up of internal and external School events, including manual lifting of School equipment as directed
- assisting the Facilities team with cleaning of buses and Outdoor Education equipment as required
- complying with Work Health and Safety, and duty of care requirements, including hazard and incident reporting and proactive management of facilities, including School security and safety
- other ad hoc tasks as required to support the Facilities Team, and within skills and capabilities

Competencies

1. Qualifications and Certifications

- Mandatory possession of or eligibility for a 'Working with Children' Card
- Appropriate open class driver's license (as required)

2. Knowledge and Experience

- Demonstrated experience including but not limited to gardening and grounds maintenance
- Practical understanding of workplace health and safety principles applicable to a school environment and hazard and incident reporting
- Basic knowledge and experience with the Microsoft Office Suite

3. Competencies and Skills

- Ability to engage in physical lifting and labouring duties, vehicle operation (holding a Queensland manual drivers licence being preferable, but not mandatory), and tool / equipment use in a safe and responsible manner (essential)
- Demonstrated initiative and motivation to work independently managing competing priorities, monitoring progress, and meeting operational demands
- Excellent interpersonal and professional communication (both written and verbal) skills to effectively collaborate with administrators, staff, and external stakeholders in an articulate and professional manner
- Ability to establish cooperative and positive working relationships to work as an effective team member or independently, in an agile and responsive manner
- Demonstrated professionalism and integrity, with the ability to maintain confidentiality and use discretion as required