



LA SALLE COLLEGE ROLE DESCRIPTION

Handyperson

ACCOUNTABLE TO:	Manager of Properties
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Non Teaching Staff Enterprise Bargaining Agreement 2014
LEVEL / STEP:	School Employees, Groundsperson/Handyperson Grade 2
COMMENCEMENT:	Immediate Start
TENURE:	Full-time and Ongoing

LA SALLE COLLEGE MISSION

Faith | Excellence | Service

As a College staff, we've been given the gift of nurturing the young minds and hearts of our students and helping them realise their value, individuality and the positive impact they can have on the lives of others. The teachings and values of Christ underpins everything we do, who we are, what we stand for and the actions we take.

Through our programs, teachings, behaviours and actions, we encourage our College community to discover more about the Catholic faith and inspire them to realise their best self and live not by their fears but by their hopes, not by their words but by their deeds.

ROLE OUTLINE

The Handyperson works as a member of the Grounds and Maintenance team under the general direction of the Manager of Properties to support the operational requirements of the College and promote and maintain a good impression of the College to the community and public. This includes all aspects of the development, maintenance and presentation of grounds, sporting fields, turfs, amenities, and gardens.

Inherent in this position is the ability to do bending and heavy lifting of goods, safely handle organic and chemical pesticides and sprays, undertake maintenance of machinery and equipment, and legally operate a motor vehicle. The Handyperson is expected to conduct the work in a safe manner at all times. In addition to their day to day duties, the Handyperson undertakes reasonable additional duties as directed by the Principal.

KEY ACCOUNTABILITIES

1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Seeks or maintains Accreditation to Work

2.0 GROUNDS

- 2.1 Contributes to the development and execution of the annual plan for the Grounds and Maintenance Team
- 2.2 Develops, maintains, and cares for the College grounds, including:
 - Maintenance and care of lawns, turf, sporting ovals and greens
 - Preparation of ovals for sporting events and carnivals, including line marking
 - Preparation of function spaces for College assemblies and other functions as required
 - Selection and purchase of appropriate shrubs and plants for the upkeep of the garden beds
 - Management and safe distribution of organic and chemical pesticide sprays and fertilisers
 - Maintenance and care of the College pool, including water testing
- 2.3 Operates and maintains machinery and other plant equipment, as required, having considered the risk to self and others
- 2.4 Routinely manages, maintains and repairs reticulation and irrigation systems
- 2.5 Monitors external contractors to ensure contractual expectations are delivered to a satisfactory standard

3.0 MAINTENANCE

- 3.1 Performs cleaning of water outlets for student use and ensures toilet accessories are provided when required
- 3.2 Carries out general classroom and building maintenance as required
- 3.3 Undertakes maintenance of College vehicles
- 3.4 Assists with security, traffic management and parking as required
- 3.5 Undertakes cleaning and maintenance of the drainage system, including gutters, downpipes
- 3.6 and drains

4.0 OCCUPATIONAL HEALTH AND SAFETY

- 4.1 Maintain a clean, tidy and litter-free College building and grounds environment
- 4.2 Ensure work is carried out in a safe manner having due regard for the health and safety of yourself, your fellow workers and all other users of the College grounds
- 4.3 Provision of first aid services when required

5.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 5.1 Builds and maintains strong working partnerships with students, staff, parents and the wider community-focused
- 5.2 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 5.3 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just.

SELECTION CRITERIA

The individual appointed to the position of Handyperson must:

- Demonstrated support of the ethos and values of a Catholic College with the capacity to lead by example
- Have demonstrated experience in a similar role, preferably in a school environment
- Have demonstrated knowledge and awareness of OHS procedures and issues relative to the role and workplace
- Be computer literate and able to undertake online training, access emails and navigate the Maintenance ticketing system
- Possess a high level of interpersonal and communication skills
- Demonstrate the capacity to work as a member of a team
- Be a self-starter with the ability to take the initiative and problem solve issues
- Hold and maintain a Working with Children Check and Nationally Coordinated Criminal History Check

The following would be highly desirable:

- Hold Cert II in Horticulture or an equivalent level of expertise gained from a combination of recent experience, training or professional accreditation
- Possess a spraying licence
- Hold a valid Western Australian 'HR' Class drivers licence, or be able to obtain the same
- Hold a current Apply First Aid certificate, or be able to obtain the same

DOCUMENT CONTROL

Version: 1.0 Reviewed: Apr 2021 Next Review: Apr 2022 Reviewed By: HR