



CASTLEMAINE STEINER SCHOOL & KINDERGARTEN

ROLE DESCRIPTION – Sites & Grounds Assistant (0.6FTE) Permanent Part Time

POSITION DETAILS	Position Title	Sites & Grounds Assistant
	Area	Sites & Grounds
	Position Reports to	Sites & Grounds Coordinator
	Key Role Relationships	Principal, Business Manager, Admin Staff, Teaching Staff, Sites and Grounds Coordinator
	Salary and Conditions	Educational Services (Schools) General Staff Award 2010 Level 1.1 to Level 3.2 This is a part time position at 0.6FTE (22.8 hours per week)

ROLE CONTEXT	<p>Castlemaine Steiner School & Kindergarten is a well-established school on Djarra Country 5km from the township of Castlemaine. The school operates from uniquely designed rammed earth buildings, and is set on 18 acres of grounds and gardens that create an educationally stimulating and environmentally sustainable site.</p> <p>The Sites & Grounds Assistant works with the Sites & Grounds Coordinator to help develop and maintain the school's sites, grounds and gardens.</p>
ROLE PURPOSE	<p>The role serves several functions:</p> <ol style="list-style-type: none"> 1. To assist in the development and maintenance of the schools sites, grounds and gardens 2. To ensure safety standards are met throughout the sites, grounds and gardens 3. To provide an aesthetically pleasing and sustainable environment in harmony with natural features, flora and fauna

KEY ACCOUNTABILITIES	<p>Safety and Compliance</p> <p>Safety is a priority for all CSSK staff. All staff employed in any capacity by CSSK are expected to understand and effectively apply safety policies and practices relevant to their role.</p> <p>All staff working within the school are required to obtain a Working with Children check and understand the School’s Policy in relation to the Safety of Children.</p> <p>All Staff are required to participate in professional development activities relating to child safety and OH&S.</p> <p>Building Maintenance and Landscaping</p> <ul style="list-style-type: none"> • Assist with the implementation of the S&G maintenance plans under the direction and with the support of the S&G Coordinator, prioritising tasks with limited supervision • Assist the S&G Coordinator in maintenance tasks relating to daily upkeep of buildings and grounds • Safely operate and maintain equipment such as lawn mowers, whipper snippers, hedge trimmers, sprayers, and basic hand and power tools • Ensure gardens and lawns are maintained, including fertilising, weeding, watering, pruning and mowing • Assist with environmental health including water management, weed and erosion control, animal control and habitat provision • Assist in the development and maintenance of septic, storm water, irrigation and watering systems • Assist in the Vegetable Garden as required • Order and collect supplies and materials from local suppliers as required • Assist S&G Coordinator in maintaining and improving school buildings and assets by undertaking tasks such as painting, plastering, carpentry, cabling and cleaning • Assist S&G Coordinator in contacting and directing contractors • Ensure scheduling of works is undertaken to minimise impact on classes/school activity <p>Events & Curriculum Support</p> <ul style="list-style-type: none"> • Assist in the preparation and running of School activities and events such as festivals and plays • Assist in lifting, moving and rearranging furniture and equipment <p>OHS</p> <ul style="list-style-type: none"> • Help maintain a safe environment by ensuring sites, grounds and gardens meet appropriate OHS standards • Assist with completion of safety checklists and registers • Ensure work carried out is completed in a safe manner and follows School policies and Government regulations
SELECTION CRITERIA	<p>Key Selection Criteria</p> <ul style="list-style-type: none"> • A commitment to child safety • Sound problem solving and time management skills • Must be able to work independently and as part of a team • Knowledge and skill including certificate level qualification or above in one or more of the following: horticulture and landscaping, irrigation, carpentry or general maintenance. • An affinity with the values of Castlemaine Steiner School & Kindergarten, and a commitment to ethical work practices and sustainability; • Driver’s license preferred but not essential as is experience and ability to tow a trailer and operate small machinery <p>A current Working With Children Check and successful Police Check are mandatory requirements of this position as is proof of current vaccination status</p>