

POSITION DESCRIPTION

POSITION TITLE: Groundsman / Bus Driver
DEPARTMENT: Support Services

ORGANISATIONAL PURPOSE

Hunter Christian School (“HCS”) was visioned and established by Mayfield Baptist Church in 1981. Currently operating as a Prep – 12 school, the school’s mission is to stand with Christian families and the Church in equipping and empowering children to attain their full potential in Christ, within a loving, serving, caring school community.

POSITION PURPOSE

The Groundsman / Bus driver will be responsible for tasks associated with maintaining and improving the grounds and facilities of the school and driving the bus on our daily private bus runs. This position has a broad scope of tasks, some of which would be best described as heavy manual work.

KEY RESPONSIBILITIES AND DUTIES:

1. Grounds Duties

- Ensure that all grass is mown and edged where appropriate to maintain an attractive appearance.
- Ensure that all trees and shrubs are trimmed and pruned to maintain a safe and attractive environment for students, staff and visitors.
- Ensure garden beds are maintained including weeding, fertilising and mulching.
- Ensure the grounds are tidy and free of leaves and rubbish and foods scraps, including paths and verandas.

2. Maintenance Duties

- Attending to general maintenance and repair requests.
- Attending to minor construction and repair works as required.

- Organising and supervising qualified trades people as and where required.
- Keeping building externals clean, including removal of cob webs.
- Keeping gutters, surface drains and sumps clear.
- Conducting a regular review of school grounds to identify maintenance that may be required.

3. Cleaning Duties

Hunter Christian School currently contracts out the cleaning of school buildings to an external provider. The following cleaning duties may be required:

- Liaising with the cleaning contractor to ensure adequate cleaning supplies and consumables are available on site.
- Ordering and collecting cleaning supplies and consumables.
- Emergency cleaning following an accident.
- Removal of graffiti as required.

4. Bus Driving

- Driving the school bus on a daily private bus run (Hunter Christian School students only).
- Driving the school bus as required for excursions and other outings subject to availability.
- Performing basic maintenance checks and cleaning the school vehicle fleet.

5. General Duties

- To set up and pack up chairs and stages for hall assemblies and moving other furniture as required.
- To maintain assets and equipment used by the employee in the carrying out of their duties.
- Any other duty reasonably and lawfully assigned by the Support Services Manager.

ORGANISATIONAL RELATIONSHIPS

Reports to: Support Services Manager

Internal Liaisons: Executive Team and other HCS staff.

External Liaisons: Trades people, trade suppliers, parents, visitors, members of the public.

SKILLS REQUIRED

- Well developed communication and interpersonal skills.
- Organisational and planning skills.
- Ability to juggle multiple priorities and work unsupervised.
- Experience in using a variety of maintenance equipment and machinery.
- Experience in general maintenance and construction projects.
- Initiative to anticipate maintenance and cleaning requests.
- Demonstrated ability to work within a team environment with empathy and foresight.
- Good understanding of Workplace Health and Safety requirements.

KEY SELECTION CRITERIA

- Demonstrated experience in a similar position.
- Demonstrated experience using a variety of maintenance equipment, tools and machinery.
- Ability to prioritise work loads and show initiative.
- Ability to follow instructions and work in a team as well as autonomously.
- Agreement with the statement of faith of Hunter Christian School.
- Minimum - Light Rigid vehicle licence.
- Clear a pre-appointment medical examination.

CONDITIONS OF EMPLOYMENT

- Conditions as per the NSW Christian Schools General Staff Multi-Enterprise Agreement.
- Salary is subject to the NSW Christian Schools General Staff Multi-Enterprise Agreement with starting classification negotiable depending on qualifications and experience. Salary packaging is also available.
- Position is full time with the successful applicant.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
- All staff are expected to behave in accordance with the principles of the Hunter Christian School Staff Code of Conduct.
- A six-month probationary period applies.
- HCS operates a smoke free work environment.