

## JOB DESCRIPTION

### Grounds Assistant

<b>Hours of work:</b>	Approx. 6 hrs per week (Exact hours'/Days negotiable)
<b>Rate of pay:</b>	As per Secondary and Area School Groundstaff Collective Agreement Range \$23.70 to \$25 per hour
<b>Directly responsible to:</b>	The Caretaker
<b>Responsible to:</b>	The Executive Officer, The Principal and Board of Trustees
<b>Work area:</b>	School grounds
<b>Specifications:</b>	Term time only (may require some holiday cover)

#### Objective:

- To ensure a high standard of presentation and cleanliness of the school site, gardens and building exteriors.
- To support the Caretaker in the day to day operation of the school site.

#### Task List:

- **Main Tasks:**
  - Weed and manage gardens
  - Tidy the grounds eg sweep leaves, remove rubbish etc
- **On a regular basis:**
  - Assist the Caretaker
  - Clear all hard surfaces, particularly high traffic areas.
  - Sweep/hose/de-cobweb building entrances – **NOTE** – the front entrance requires regular and close attention as 'front of house'.
  - De-cobweb/clean/hose walkways, including timber beams.
  - Clean open drains/gratings and remove debris.
  - Clean gutters.
  - Hose/clean building exteriors.
- **On a seasonal/as required basis:**
  - Assist in marking out playing field boundaries, shifting football goals, tennis nets etc.
  - Paint/maintain equipment and building touch-ups as required.
  - Assist in minor repairs.
  - Site cleanliness and maintenance.
  - To provide cover for the Caretaker when on Annual Leave.
  - Other tasks as directed/negotiated.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_