

Grounds Person - Job Description

Name:	
Regular coordination	Property Manager
Line Manager:	Property Manager
Department:	Grounds and Property
Hours per week	Up to 30 hours per week / 52 week

Position Purpose:

The Groundsman has the responsibility for the safety and good order of the grounds and property of Tauranga Girls' College, which includes cleanliness, safety, maintenance of grounds/fields and school vehicles. This role requires any duty the Employer may reasonably require the Employee to perform, to ensure that the college operates efficiently, effectively and smoothly.

This job description provides a guideline of responsibilities and expectations, and must be referred to alongside the following:

1. The terms and conditions outlined in the *School Caretakers', Cleaners' and Canteen Staff Collective Agreement*.

2. A commitment to the values of Tauranga Girls' College:

Vision: Empowering learners to make a positive impact

Mission Statement: To create a safe, stimulating and exciting learning environment that allows each student to develop her academic, cultural and sporting potential.

Values:

- Manaakitanga
- Mahi Tahi
- Mana Motuhake

3. Tauranga Girls' College policies, procedures and handbooks, including a commitment to:

- Professional development, training, and adoption of new technology
- School Health and Safety practices
- Engaging in a professional manner with visitors, whanau, staff and students,
- An acceptable standard of attire is worn at all times
- Participating in appraisal processes
- Partnership to the Treaty of Waitangi

Key Responsibilities and Tasks	Outcomes
Work Scheduling	
<ul style="list-style-type: none"> ● Carry out tasks designated by the caretaker or Property Manager. ● Liaising with Property Manager, tradespeople, and contractors (where applicable) to ensure work scheduling has minimal distraction in the College. 	<ul style="list-style-type: none"> ● An effective response to designated jobs and tasks ● Communication with staff is professional and in a timely manner. ● Jobs are prioritised by the caretaker, and need to be completed in a reasonable timeframe.
Health and Safety Work Practices	
<ul style="list-style-type: none"> ● Following Health and Safety systems related to grounds and property, including: ● Following safe work practices, and daily monitoring of the health and safety practices of the grounds and property personnel. ● Daily monitoring of hazards and following reporting guidelines with Board policy. ● Reporting health and safety issues to the Property Manager. 	<ul style="list-style-type: none"> ● Health and safety systems related to grounds and property are compliant and adhered to. ● Any health and safety issues are recorded in accordance with school procedures. ● The H & S Committee is regularly advised on matters pertaining to grounds and property. ● The health and safety of school staff is maximised.

Gardening and Grounds

- Assisting Property Team with upkeep of the gardens and grounds and ensuring regular weeding, mulching, planting, pruning, spraying, mowing, and trimming edges.
- Maintenance of sports fields, including marking etc.
- Ensuring work is scheduled clearly and is achieved to a high standard.
- Assist in ensuring a well-functioning Grounds and Property Team, including communication, coordination, and addressing issues in a timely manner.

- The College grounds are attractive and well presented.
- Grounds and property staff time is utilised effectively.
- The Grounds and Property Team works effectively.
- Communication systems are in place, including schedules, messages, and meetings, to ensure that team members have the information they need.
- Reporting lines are followed.
- The Property Manager is notified of any personnel issues.

Vehicle and Equipment Maintenance

- Regular check of vehicles and equipment used for ground maintenance along with fleet vehicles.
- Liaise with Property Manager on scheduled repairs and maintenance.

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- Liaise with Property Manager on scheduled repairs and maintenance.

General	
<ul style="list-style-type: none"> • General tasks to support the property team where all hands on deck are required, such as shifting furniture and larger projects. 	<ul style="list-style-type: none"> • A strong and productive team that works well together

Confirmation

Employee:		Date Signed
Employer		Date Signed
Next Job Description Review Date:		