



## POSITION INFORMATION

# ■ Maintenance and Grounds Assistant

### POSITION OVERVIEW

Date created:	01/02/2024
<b>Position title:</b>	<b>Maintenance and Grounds Assistant</b>
Accountable to:	The Principal
Line Manager:	Maintenance and Grounds Manager
School area:	Administration
<b>Commencing:</b>	<b>Term 1, 2024</b>
<b>Type:</b>	<b>Permanent Full-time</b> 40 hours per week / 48 weeks + 4 weeks annual leave. TOIL – 1 day off every 4 weeks.
Salary:	Commensurate with qualifications and experience.

### BRIEF DESCRIPTION, GENERAL TO ROLE

**Cedar College is seeking a proactive individual who is passionate about maintaining a safe and aesthetically pleasing College environment.**

The successful applicant will need to demonstrate a sincere commitment to Jesus Christ and the philosophy of Christian Education. Applicants will also demonstrate an active involvement in their local church and align themselves with the College's core beliefs.

### APPLICATION PROCESS

**An application form, obtainable by calling (08) 82613377 must be submitted in order to be considered.** Applications must be accompanied by the following:

- Resumé outlining relevant experience
- Current Working With Children Check (WWCC)
- Current Responding to Risk, Harm and Neglect (RRHAN-EC) Certificate
- Protective Practices online course completion (can be completed prior to commencement of employment)

The successful applicant will need to sign a *Staff Code of Conduct* as part of their contract.

**Applications Close: Friday, February 16, 2024, 4pm.**

215-233 Fosters Road, Northgate SA 5085 [www.cedarcollege.sa.edu.au](http://www.cedarcollege.sa.edu.au)

**Ph: 08 8261 3377** Fax: 08 7221 3647 [employment@cedarcollege.sa.edu.au](mailto:employment@cedarcollege.sa.edu.au)

### DETAILS SPECIFIC TO THIS POSITION

The Maintenance and Grounds Assistant will play a pivotal role in our dedicated team responsible for the maintenance and upkeep of our College grounds. Responsibilities extend to ensuring the College maintains a high standard of presentation, emphasising aesthetics, and fostering a safe environment for our College community. In this collaborative role, you will work alongside contractors and other property staff, contributing to special projects and daily maintenance tasks.

### ABOUT THE ROLE

The Maintenance and Grounds Assistant plays an important role within the team that provides the ongoing upkeep of the College.

#### Key Responsibilities

**Grounds Maintenance:** Maintain the College grounds to an agreed standard, enhancing the overall appearance and safety of the environment.

**General Maintenance:** Contribute to the upkeep of facilities, ensuring they remain in excellent condition.

**Team Collaboration:** Work cohesively within a team, providing support, problem-solving, and effective communication to achieve common goals.

**Event Assistance:** Assist in College events, including occasional evening work, and adapt to flexible work schedules as per event requirements.

### ESSENTIAL SKILLS AND EXPERIENCE

- Good written and verbal communication skills
- Ability to negotiate desired outcomes
- **Time and work management skills** that ensure workload is managed and deadlines met according to agreed priorities
- Self-directed application of appropriate techniques and equipment
- Ability to perform sustained **physically demanding work**.
- Ability to **operate machinery and equipment** relative to grounds and maintenance e.g. tractor, brush-cutter, road sweeper etc.
- Willingness to undertake training or research into grounds and maintenance practices.

See over page for further information about the vision, purpose, goals and ethos of Cedar College

# A great team builds a great school

We believe that excellence in education begins with a great team of support staff.

**We are looking for passionate, qualified personnel to join our vibrant school community.** You will need to demonstrate a sincere commitment to Jesus Christ, the philosophy of Christian Education, and be actively involved in your local church.

An application form, obtainable by calling (08) 8261 3377, must be submitted in order to be considered for any advertised position.

Employment for all non-teaching positions requires applicants to hold a current Working with Children Check and complete the RRHAN-EC training (Responding to the Risk of Harm, Abuse and Neglect – Education and Care training) and Protective Practices for Education training, before commencing employment. All employees are required to adhere to the College's policy regarding COVID-19 vaccinations.

## About Cedar College

Cedar College is an R-12 co-educational Christian school situated in the suburb of Northgate, South Australia, 8 km north-east of the Adelaide CBD. Encompassing both Primary School and High School, Cedar College caters for students from Reception (Foundation) through to Year 12.

**Cedar College was officially opened in February 1997 as a ministry of CityReach Baptist Church, Oakden.** As a distinctly Christian school, Cedar College aims to provide a Christ-centered and caring learning environment.

Today, Cedar College has almost 900 students, and continues to grow in both numbers and facilities. Notable recent facilities include a Creative Arts Centre, two-storey Resource Centre and Administration Block, and the Cedar College Sports Centre.

### Our Name

The name "Cedar College" is derived from Psalm 92 v 12, which outlines the growth of a righteous person, pictured as a cedar tree, growing to become strong and vital, and leading a fruit-bearing life.

### Our Purpose

The purpose of Cedar College is to prepare students for real life as they discover Jesus, display love and develop self.

### Our Goals

**Discover Jesus.** We believe that real life is found in knowing Jesus Christ, and we regularly encourage our students to discover Jesus for themselves.

**Display Love.** Our students are challenged to display honesty, compassion, truth and love, within the school community and also around the world.

**Develop Self.** We value high standards in education. Our students are challenged to reach their full potential through access to high -quality education. Students are treated as unique individuals and guided personally towards their future goals and aspirations.

### One School, three Departments

Cedar College comprises three departments: Primary School (Reception to Year 6), Middle School (Year 7 to Year 9), and Senior School (Year 10 to Year 12). These departments allow students to develop academically and socially at an appropriate level, while providing a complete education from Reception through to Year 12.

