



Position Description

Position:	General Hand
Immediate Supervisor:	Manager - Infrastructure, Projects and Property
Subordinates:	Nil
Award/Agreement:	<i>Independent Schools NSW (Support and Operational) Multi-Enterprise Agreement 2017</i>
Classification:	Level 1

Our Vision

Lindisfarne Anglican Grammar School is a high quality, Independent, Anglican co-educational Grammar School that serves the southern Gold Coast, Tweed Coast and northern New South Wales. We seek to provide the distinctive identity, relationships, learning and leadership that support our staff and families to work together to meet our high expectations for the achievement and holistic development of our students in our local, national and international communities.

Our Values

Within our Anglican tradition, we value:

- **Compassion:** Building genuine relationships through generosity of spirit and care for others.
- **Wisdom:** Gaining the knowledge, understanding, skills and character that comes from learning.
- **Respect:** Appreciating all within our environment and leaving an honourable legacy for those who follow.

Our Culture

We cultivate learning through relationships, expert teaching, educational research and innovation that focus on:

- **Leadership:** Creating the competencies that equip us with hope, clarity and direction.
- **Standards:** Establishing high expectations that empower student involvement, development, achievement, service and voice.
- **Collaboration:** Working together within aligned structures, processes, practices and systems that enable our desired ethos and strategy.

Our Strategic Domains

- **Achievement**

Our Aspiration: A great school privileges the disciplined pursuit of achievement; encourages challenging individual and collective goals; asserts confidence in the capability of all to be successful and seeks out the best processes by which this might be attained; and measures its effectiveness in attaining the best possible outcomes.

- **Relationships**

Our Aspiration: A great school builds robust and resilient learning relationships within supportive environments that inspire learners to grow in knowledge, skills and character so that they are equipped, empowered and enabled to assume responsibility for making a positive contribution to the world.

- **Communication**

Our Aspiration: A great school listens to its community carefully and consistently, connecting and communicating with it by creating a credible narrative of the school that honours the legacy of its past, frames the complexity of its present and projects a compelling rationale for a preferred future that serves 21st century learning needs.

- **Initiatives**

Our Aspiration: A great school invests significant hope, resources and commitment into research and development by planning, conducting and evaluating intentional projects and initiatives that are aligned to the school's mission, realise the school's vision and demonstrate the school's values in action.

- **Reputation**

Our Aspiration: A great school earns a strong reputation as a great school that exceeds expectations with relation to the quality of its outcomes; the efficiency and efficacy of its processes; its engagement with its community; the consistency of application of its ethos; and the execution of its strategy across the domains of achievement, relationships communications and initiatives.

The Role

The role of General Hand provides services to the facilities at our Lindisfarne properties. Tasks include grounds and general building maintenance tasks to ensure safe, attractive buildings, grounds, sporting fields and recreational areas, both on a daily basis and also for special events or activities at the School.

The General Hand is a member of the busy Facilities Team that can respond to a diverse range of issues, under the direction of the Manager - Infrastructure, Projects and Property.

Key Responsibilities and Associated Tasks

- Mow lawns and prune trees, hedges and shrubs for the purpose of ensuring safe and attractive grounds.
- Clean landscaped areas and related items (e.g. raking leaves, removing trash, sweeping walkways, etc) for the purpose of preventing flooding and removing hazards.
- Cleaning of accessible grated drains and gutters for the purpose of preventing flooding.
- Clean accidental spills, food, vomit, etc.
- Prepare sports fields as required.
- Tasks involving moving furniture and setup and breakdown of seating for events.
- Undertake minor maintenance repair work, both supervised or unsupervised, that does not require a professional tradesperson, ie. electrical/plumbing.
- Monitor the condition of hard landscape features such as benches, retaining walls and paved areas, make repairs where possible or report to Management.
- Apply fertilizers, pesticides and herbicides for the purpose of promoting healthy growth and/or controlling insects and weeds in accordance with established procedures.
- Take on special landscaping or planting projects as deemed necessary by Management.
- Maintain job related grounds keeping equipment (e.g. routine service, repairs, minor adjustments, etc) for the purpose of availability of equipment; ensuring safe and proper operating conditions.
- Inspect equipment for mechanical problems for the purpose of ensuring necessary repairs are made, when required by specialist repairers.
- Maintain, operate and adjust irrigation controllers and sprinklers according to manufacturer's instructions (e.g. performing minor repairs, setting times, etc) for the purpose of ensuring systems are in proper working condition.
- General labouring tasks.
- Take on the role of Fire Warden to assist with emergency and fire responses.

- Use your smartphone for School purposes including using your School email account and the facilities helpdesk to communicate with other School employees to coordinate and carry out your duties.
- Perform other duties as may be required by the Principal, Director of Information Services, Infrastructure and Facilities and Manager - Infrastructure, Projects and Property.

Key Considerations

A member of the Lindisfarne Anglican Grammar Team is:

- Emotionally intelligent
- A strategic and visionary thinker
- A successful communicator
- A goal orientated achiever
- A sensible risk taker
- A capable decision maker
- A resourceful facilitator
- A visible role model
- A life-long learner
- An astute and agile leader

Workplace Health and Safety

All staff are responsible for their own health and safety and for the health and safety of any other person around them. They have a responsibility to comply with all statutory health and safety rules applying to their position and must therefore:

- Read and understand all School Health and Safety regulations applying to their position.
- Comply with standard working practices to ensure all work is performed in a safe manner within the extent of their control over the work situation.
- If within their authority to do so, take personal action to eliminate, avoid or minimise hazards of which they are aware.
- Comply with all workplace health and safety instructions.
- Make proper use of relevant safety devices and personal protective equipment.
- Seek information and advice where necessary before carrying out new or unfamiliar work.
- Maintain dress standards appropriate for the work being done and wear uniforms if supplied.
- Be familiar with emergency and evacuation procedures, and the location and use of emergency equipment.
- Bring to the attention of their immediate Supervisor any sub-standard situation or procedure they observe.

Performance Indicator

Areas of responsibility must be met as an indication of performance and failure to meet these may lead to a performance review.

Note: This Position Description must be read in conjunction with the full Strategic Intent document of the School.

The duties and responsibilities of the General Hand may vary from time to time at the discretion of the Principal.

I have read and fully understand the contents of the Position Description.

Signature:

Date:

Name: