

SCHEDULE 2: JOB DESCRIPTION – GROUNDSMAN (NOVEMBER 2018)

MAINTENANCE

- Assist the maintenance team to ensure the good state of repair of buildings and furnishings.
This includes:
- Guttering / spouting and downpipes are in working order
- Storm water and drains are in working order
- Assisting with weekly tasks on the wastewater and/or Opaki water scheme as required / requested

GROUNDS

- Assist with the general maintenance of the school grounds and environs, specifically:
 - Playing fields
 - Astro Courts
 - High Performance Cricket Centre (HPC)
 - Road repairs where required
 - Assisting gardeners as required
 - Assisting with autumn and spring sport field renovations
- Liaise with property manager to ensure the school cricket wickets are prepared and maintained as required

HEALTH, SAFETY AND SECURITY

- Deal with any security matters as requested
- Ensure all Rathkeale College property and tools are kept secure at all times and are not removed from College grounds unless prior permission has been sought
- Ensure all tool are well maintained in order and not to compromise safety while they are in use
- Ensure all requirements of Health and Safety guidelines are adhered to when carrying out own duties

OTHER

- Clean and ensure the maintenance of school minibuses, the school trailer and other vehicles according to the arranged schedule
- Assist other staff in the moving of education / boarding furnishings as required / requested
- Be available to assist with small tasks with in the wider Trinity Schools system if required / requested
- Undertake any other tasks within your capabilities as reasonably requested
- Work with the Property Manager and person/s responsible for the swimming pool, on compliance checks for the pool and carry out any tests as required

ADMINISTRATION

- Ensure all members of the grounds and maintenance teams are kept informed as appropriate and that clear lines of communication remain open.