

# Grounds and Facilities Officer (1.0 FTE)

## Position Description and Information for Candidates

### Fahan School Background

Established in 1935, Fahan School is located on a stunning 6.2 hectare campus in the attractive Hobart suburb of Sandy Bay - a ten minute drive from Hobart's CBD.

Fahan School is an independent, non-denominational day and boarding school for girls from Kinder to Year 12 on one campus. Fahan students enjoy state-of-the-art facilities, spectacular grounds, a nurturing wellbeing program and have an outstanding academic record.

Fahan School provides a strong academic program within a friendly, inclusive culture and prides itself on being the outstanding school for girls in Tasmania. In 2018, an outstanding 25% of our girls obtained ATARs of 95+, placing them in the top 5% of students nationally. This is not an anomaly, as over the last 12 years, Fahan School has had the highest percentage of Year 12 students achieving university entrance of any school in the State. These results continue a tradition of excellence at Fahan of which we are very proud.

Fahan School is committed to maintaining its strong family-oriented community, offering small class sizes, where the girls are valued and nurtured in a positive and caring learning environment.

### Philosophy

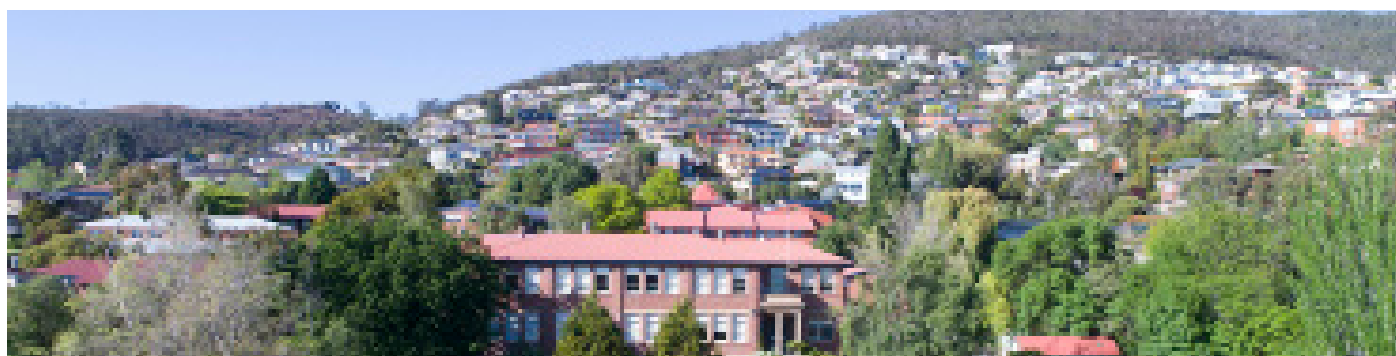
Fahan School is dedicated to excellence in education for girls and the realisation of each student's potential, providing a balanced curriculum encompassing academic, cultural, physical and practical areas of learning. Fahan is a non-denominational school with a Christian ethos.

Fahan School is a community that excels in educating girls from Kindergarten to Year 12 in an inclusive environment, where high expectations and outstanding academic and co-curricular programs allow for each girl to be valued and nurtured to develop skills of resilience, integrity and social responsibility, as she strives to achieve her personal best.

Our Vision is that Fahan School will be recognised as the outstanding school for girls in Tasmania.

The Fahan School Community is united by a strong set of values with the aim of:

- Ensuring that every individual matters
- Providing educational excellence
- Developing resilience in every Fahan girl
- Providing staff and students a nurturing environment
- Instilling in Fahan girls an important sense of family and community
- Encouraging Fahan girls to celebrate diversity and foster tolerance
- Engendering positive ethical and moral behaviour in every Fahan girl



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### Our Core Values

#### 1. Every individual matters

Fahan School accepts, nurtures, respects and celebrates every individual. Girls experience safety and encouragement, allowing them to grow in confidence and thrive.

#### 2. Educational excellence

Fahan School develops qualities of self-confidence, optimism, high self-esteem and a commitment to personal excellence in all academic and co-curricular pursuits. Fahan School encourages and celebrates the pursuit of excellence and one's personal best across all fields of endeavour.

#### 3. Resilience

Fahan School builds the resilience of students as they reflect on their actions, develop the strength and courage to cope with disappointment or loss, and are encouraged to move forward.

#### 4. Nurturing environment

Fahan School offers students and staff a nurturing environment through smaller class sizes, an emphasis on caring, and programs encouraging relationships between older and younger girls.

#### 5. A sense of family and community

Fahan School offers a sense of family and community by maintaining strong links with parents and former students and encouraging participation in communal events. Fahan's relatively small student numbers foster a close-knit family atmosphere.

#### 6. Welcoming

Fahan School welcomes students, staff and parents from a variety of cultural and socioeconomic backgrounds. Individual cultures and backgrounds are embraced.

#### 7. Integrity

Fahan School fosters integrity in academic and co-curricular endeavours. Students are encouraged to achieve their personal best and to be true to themselves.

#### 8. Participation

Fahan School offers a wide variety of activities for the girls and encourages them to attempt as many of these as possible.

### Co-Curricular And Extra Curricular Activities

Fahan School offers its students an extensive co-curricular program which assists in the development of specific skills, confidence and commitment. Students can participate in activities such as sport, music, visual arts, performing arts, debating, public speaking, student leadership, community service, exchange programs and intrastate, interstate and overseas trips. In all these activities, our students consistently achieve results above and beyond expectation.

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The Grounds and Facilities Officer plays an important role in the provision of quality teaching, learning and work environments at the School. Fahan's grounds and facilities are a strategic asset of the School and the Grounds and Facilities Officer is a vital part of a hard-working team that strives to maintain and enhance these assets for current and future School Communities.

The Grounds and Facilities Officer role is an active and physically demanding work role. It is vital in ensuring School facilities are available to meet the needs of the School community. The Grounds and Facilities Officer will be responsible and accountable for their own work and exercise discretion and initiative in the organisation of work which is performed within established guidelines. The Grounds and Facilities Officer is subject to routine supervision.

**Manager:** Business Manager

**Supervisor:** Grounds and Maintenance Manager

### Essential Criteria

1. Strong work ethic and good levels of physical fitness.
2. The ability to work autonomously, or as part of a team.
3. A strong general maintenance skill set, a trade background, experience in grounds and gardening, or a horticultural background.
4. Good time management and communication skills.
5. Ability to ensure quality services are delivered.
6. The ability to work under pressure, including an eye for detail.
7. A sound understanding of WHS.
8. The ability to identify, clarify and resolve routine and non-routine maintenance problems.
9. A positive, proactive and enthusiastic attitude to working in an educational setting.

### Primary Responsibilities

The primary duties for this role include:

#### 1. Facilities and Grounds Maintenance

- Maintenance of the School's property including off-site facilities to ensure the School works efficiently and as planned without disruption.
- Ensuring the upkeep of the gardens and grounds to a high standard of presentation.
- Garden maintenance including maintaining the natural assets of the School and ensuring garden infrastructure such as sprinkler and watering systems operate as planned.
- Identifying and reporting to the Grounds and Maintenance Manager any maintenance concerns relating to the gardens and grounds as well as capture that information in maintenance systems where required.

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### 2. School Event Support

Assist with setting up for, and packing up after, school events including moving chairs, tables and other equipment.

### 3. Support General School Operations

- Within approved budgets and under the necessary delegation arrange for the purchase and delivery of goods to the School.
- Accept and sign for school deliveries and distribute items to appropriate staff and locations.
- Support rubbish, recycling and compost programs and when required, assist with the removal of daily rubbish from school bins in recreational areas of the School.
- Undertake occasional cleaning duties as required when there are no cleaning staff on site.
- Undertake other such duties as may be required from time to time by the Maintenance Manager, Business Manager or Principal.

### Secondary Responsibilities:

- The ability to cover the Grounds and Maintenance Manager whilst on leave.
- Undertake occasional cleaning duties as required when there are no cleaning staff on site.
- Attend meetings as required.

### Work Health and Safety

- Comply with the requirements of all applicable Work Health and Safety legislation and Fahan School Work Health and Safety policies and procedures.
- Work closely with the Compliance, Health and Safety Officer to provide support and leadership in risk management and mitigation.

### Code Of Conduct

- Abide by Fahan School's Code of Conduct in the performance of all duties.
- Exercise discretion and maintain the confidence of the Fahan School Community concerning the activities of the School.

### Child Safety

- Adhere to [Fahan School's Child Safe Policy](#).

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### Essential Requirements

1. Demonstrated knowledge and experience in a similar role.
2. Valid Tasmanian Working with Vulnerable Persons registration
3. Satisfy requirements of a National Police Check
4. Permanent Australian residency
5. Current Driver's Licence

### Desirable Requirements

1. First Aid Certificate.
2. Chain saw operation certificate.
3. Working at heights certificate.
4. White Card
5. Bus Driver's Licence.

Applicants are to submit their CV with a letter addressing the essential criteria together with a completed Application Form for non-teaching role to [employment@fahan.tas.edu.au](mailto:employment@fahan.tas.edu.au) by 4:00pm Friday 11 October 2019.

Please direct any enquiries to Richard Colquhoun, Business Manager - [colquhounr@fahan.tas.edu.au](mailto:colquhounr@fahan.tas.edu.au)