



PRINCE ALFRED COLLEGE

Role Profile:

Curator

The role of Curator supports the Manager Grounds in ensuring that the College's playing fields, surrounds, and gardens are well maintained and well presented, in support of the College's teaching and learning and co-curricular programs. The position works as part of the Property Services team in delivering customer focused outcomes while limiting disruption and a providing a safe environment for the College community.

Reports to:

Manager Grounds

Other Key Relationships:

Director Property Services, Manager Maintenance, Manager Housekeeping, Property Services and Events teams, Physical Education faculty.

Key responsibilities include the following:

1. Maintenance and Preparation – Sports Fields and Surrounds

- Maintenance and preparation of turf sporting fields and surrounds including mowing, aerating, scarifying, seeding, fertilising, spraying and new turf works.
- Prepare and maintain cricket wickets.
- Complete line-marking of sports fields and installation of auxillary infrastructure eg goal posts, tennis nets.
- Install, operate, and maintain irrigation systems

2. Amenity and Gardens Maintenance

- Assist Senior Horticulturist with maintenance of gardens and surrounds including planting, weeding, watering, hedging, pruning, mulching, mowing, cleaning and new landscape works.

3. General Responsibilities

- Utilise TurfKeeper for daily job instruction and sign-off.
- Track inventory of trade supplies and consumables, as necessary.
- Respond to ticketed service requests within nominated service agreement timelines.
- Maintain all tools, equipment and plant in a safe operational order.
- Liaise with, and support external contractors commensurate to the role or situation.
- Identify areas of innovation and continuous improvement within areas of responsibility and influence.
- Proactively identify and rectify grounds maintenance related issues.

4. Relationships and Customer Service

- Supporting College staff in delivering key educational outcomes.
- Actively promoting and demonstrating the values described within the School Operations' 'Customer Service Charter'.
- Positively contributing to College meetings and forums commensurate to the role.
- Providing timely and relevant communication to stakeholders, customers and team members as required.

5. Security and Emergency Response

- Supporting the College during emergency response as identified within the Emergency Response Plan or directed by the Incident Controller or Chief Warden.

6. Team and Personal Development

- Ability to demonstrate proactive and responsive decision making, solution oriented approach, and flexibility in supporting the dynamic nature of the College environment.
- Actively participating in Performance Management and Development programs.
- Positively contributing to Property Services and Grounds team meetings and forums.

7. Administration

- Utilising and adhering to relevant College administrative systems, policies, protocols, and procedures to support daily operations.

8. Workplace Health and Safety

- Adhering to Job Safety Analysis, Safe Operating Procedures, relevant Maintenance and Safety Registers, and good housekeeping practices.
- Maintain all tools, equipment and plant in a safe operational order.
- Reporting and escalating Workplace Health and Safety issues as identified.
- Actively providing input to Workplace Health and Safety discussions during toolbox meetings.

Key Knowledge and Skills:

1. Certificate 3 in Turf Management, or relevant experience, with a demonstrated deep interest and passion for their field of expertise.
2. Sound turf management knowledge
3. Experience with cricket pitch preparation and maintenance.
4. Experience in operating larger turf machinery (fairway mowers, tractor and attachments, pitch roller).
5. Sound irrigation skills including installation, maintaining, programming.
6. Ability to work collaboratively and respectfully as part of a team.
7. Excellent communication and interpersonal skills with a commitment to providing a proactive and flexible approach to customer service.
8. Excellent time management skills and ability to prioritise workloads.
9. Strong commitment to the principles and practices of WH&S
10. Relevant industry ticketing/licences, including chainsaw operation and Chemcert accreditation.

11. Current South Australia Driver's License, without endorsements.
12. Valid Working with Children Check
13. Current Senior First Aid certificate.

Salary:

Educational Services General Staff (Schools) Award 2010, Grade 3

Conditions:

Full time

November 2020

Prince Alfred College