



General Staff

Position Description

St Leonard's College

POSITION TITLE:	Residential Caretaker – Camp Ibis
Prepared:	October 2018
REPORTS TO:	Head of Outdoor Education and Facilities Manager
Prepared by:	Head of Human Resources

St Leonard's College has had a very long tradition of Outdoor Education. The program introduces year 3 students to the outdoors through a 3-day camp and year 4 students explore a different environment in the bush. Students from years 5-8 undertake a progressive program at Camp Ibis, the College's own camp located on the Gippsland Lakes. Students in year 9 undertake a 5-day hike on the Great Ocean Walk, in the Otways National Park. The core program culminates in a 6-day year 10 hike through the Alpine National Park.

Other Outdoor Education activities are offered on a voluntary basis outside of normal school hours. Outdoor Education trips are provided for students each term break which can include rock climbing, rafting, hiking, surfing, mountain biking and cross country skiing. These trips are state wide, and year 11 and 12's are traditionally offered an interstate trip at the end of the year.

POSITION PURPOSE

The Residential Caretaker works with a team of outdoor education (OED) casual leaders and College teaching staff to assist the Head of Outdoor Education in the development and implementation of the OED program.

The overarching responsibilities of the Residential Caretaker are to:

- ensure the facility of Camp Ibis is managed and maintained at all times, especially in preparation for OED programs;
- help provide dynamic experiences within the OED program;
- promote OED within the College and the wider community;
- foster a positive and successful environment for student and staff excellence.

POSITION STATUS

This is a contract full time position, including 4 weeks' annual leave to be taken at a mutually agreed time, preferably during College term breaks as discussed with the Head of Outdoor Education.

This role is initially for a period of 12 months, starting January 2019.

It is recognised that the above duties may involve extra work hours during program weeks. This can be taken as time in lieu in weeks outside of program time, in negotiation with Head of Outdoor Education.

As part of the employment contract the College will provide an unfurnished three-bedroom home located on the property. A residential tenancy agreement is issued as part of the role.

REPORTING RELATIONSHIPS

The position of Outdoor Education Leader reports directly to the Head of Outdoor Education who in turn reports to the Principal. Management of Camp Ibis buildings and grounds reports to the Facilities Manager.

The Residential Caretaker role includes, but is not limited to, the following:

Property Management

- Manage and maintain the College's standard of operation and presentation for all buildings, furniture & fittings, grounds & gardens, gates & fences, plant and equipment.
Specifically, this will include:
 - Minor maintenance issues on site, buildings, gardens and grounds
 - Overseeing the cleaning of buildings and property as performed by contractors
 - Overseeing contractors employed for, but not limited to; tree removal, clearing, plumbing, minor building, electrical and major painting
 - Manage the 'essential services' maintenance on all buildings
 - Manage the maintenance of equipment; bicycles, tractor, boats, vehicles, trailers
 - Ensuring permits are maintained for prescribed accommodation
 - Liaising and supervising on-site projects as required
- Timely and accurate reporting of maintenance and/or Occupational Health and Safety issues
- Manage the opening and closing of facilities as dictated by the programs
- Respond appropriately as primary contact for all security issues
- Contact external contractors in the event of emergency after hour
- Preparation of property management reports as required, including the upkeep of site specific records (e.g. mapping of cabling, plumbing, waste, essential services)
- Manage, in consultation with the Head of Outdoor Education, the rental use of Camp Ibis by staff and external groups during break periods

Financial Management

- Manage expenditure according to and within recurrent operating and capital budgets
- Assist the Head of Outdoor Education and Facilities Manager in the management of capital and operating budgets including the preparation of management reports as requested and budget forecasting
- Authorise and submit expenditure payments to the Head of Outdoor Education and Facilities Manager
- Assist the Head of Outdoor Education and Facilities Manager with capital projects as required
- Assist with the timely and accurate completion and lodgement of relevant local government and other statutory returns and prescribed forms/submissions
- Preparation of property management reports as requested

Outdoor Education

- Assist Outdoor Education staff in supervision of students
- Assist in food ordering, preparation and cooking
- Assist in program logistics and support for years 9 and 10 programs – not at Ibis.

Other Duties

- Assist the Head of Outdoor Education with the development and maintenance of policies and procedures as required
- Represent St Leonard's College at relevant local meetings (i.e. BCMT, local council, Parks Victoria)

Any other reasonable requests made by the Head of Outdoor Education, the Facilities Manager or the College Principal.

QUALIFICATIONS AND SKILLS

- Coxswain license to drive a 12m vessel
- Food handler's supervisor certificate
- Qualification and experience relevant to Outdoor Education programs and activities
- First Aid specialist qualifications e.g. Wilderness first aid
- Current CPR
- Current Anaphylaxis certification

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and an Employee Working with Children Check or VIT registration before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive;
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
 - Accountability – we do our work with honesty, integrity and enthusiasm;
 - Performance – we perform to the best of our ability;
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.