CHISHOLM
CATHOLIC COLLEGE

CHARACTER - LEARNING - COMPASSION

GROUNDS/MAINTENANCE ASSISTANT
- DUTY STATEMENT

1. POSITION IDENTIFICATION

POSITION TITLE:	Grounds Person
REPORTS TO:	College Principal, through the Business Manager
AWARD:	WA Catholic School Support Staff Enterprise Agreement 2024
CONDITIONS:	On-Going. Full-Time, Monday to Friday.
REMUNERATION:	Facilities and School Operational Services, Level 2, Step 1. $89,541 per annum (inclusive of allowances) + super.

2. THE ROLE

The Grounds Person is responsible for maintaining the College grounds, gardens, sporting facilities and outdoor areas to a high standard. As part of the Grounds and Maintenance Team, the role undertakes grounds maintenance, landscaping, minor maintenance works, event support and the safe operation of equipment and machinery, contributing to a safe, attractive and welcoming College environment.

3. SPECIFIC DUTIES

Grounds and Landscape Maintenance

- Maintain lawns, gardens, landscaped areas and sporting grounds through mowing, edging, pruning, planting, fertilising and weed control.
- Assist with irrigation maintenance, landscaping projects, waste removal and general grounds improvements.
- Ensure College grounds remain safe, clean and well-presented.

Facilities and Maintenance Support

- Undertake minor maintenance tasks including painting, pressure cleaning, basic repairs and general upkeep of outdoor facilities.
- Assist with preventative maintenance, routine inspections and the safe operation of College infrastructure.
- Report maintenance issues, damage or hazards and assist with deliveries, furniture relocations and equipment setup as required.

Security and Site Access

- Undertake College lock-up responsibilities on a rostered basis, including securing buildings, gates and facilities after hours for one designated week approximately every three weeks.
- Conduct visual security checks of the campus during lock-up and report any security, safety or maintenance concerns.

Sporting Grounds and Event Preparation

- Maintain sporting and recreational facilities to a safe and presentable standard.
- Assist with the preparation and pack-down of sporting events, College functions, liturgical celebrations, open days and community events.
- Support event logistics including seating, equipment, signage and traffic management where required.

Workplace Health, Safety and Equipment Operation

- Operate grounds equipment, machinery and vehicles safely and in accordance with College procedures and relevant legislation.
- Conduct routine equipment inspections and basic maintenance, ensuring the safe use of PPE, chemicals and hazardous substances.
- Identify and report hazards, maintain safe work practices, and contribute to a safe environment for students, staff and visitors.

4. SELECTION CRITERIA

The following selection criteria outline the knowledge, skills and experience required to successfully perform the duties of this position.

Essential

- Experience in grounds maintenance, landscaping, horticulture or a related field.
- Ability to safely operate grounds maintenance equipment and power tools.
- Ability to perform physically demanding work both independently and as part of a team.
- Sound knowledge of workplace health and safety practices.
- Demonstrated reliability, initiative and organisational skills.
- Ability to build positive relationships with staff, students, contractors and visitors.
- Current Western Australian Driver's Licence
- Commitment to supporting the Catholic ethos and values of the College.
- Ability to obtain and maintain a Working With Children Check and Nationally Coordinated Criminal History Check.

Desirable

- Qualification in Horticulture, Landscaping, Parks and Gardens, Turf Management or a related field.
- Experience working in a school or similar community environment.
- Experience operating ride-on mowers, tractors or other specialised grounds equipment.
- Basic irrigation, reticulation and maintenance skills; chemical handling accreditation (ACUP or equivalent).

5. OTHER

Child Safeguarding and Catholic Ethos

Chisholm Catholic College is committed to providing a child-safe environment where all students are respected, protected, and empowered. All employees are expected to uphold the College's Child Safe Framework, maintain professional standards of conduct, and support the Catholic identity, mission, and values of the College.