



Position Title	Grounds and Maintenance Assistant
Department	Corporate
Reports To	Manager, Administrations and Operations
Overview	This position supports St Peters Lutheran College ("the College") with a variety of manual tasks, including setting up for events, assisting the maintenance and grounds teams, and helping with general upkeep of buildings, facilities, and outdoor areas such as gardens, sports fields, and pathways. Duties include addressing operational and safety concerns, assisting skilled trades as needed, ensuring tools and materials are properly maintained, and supporting the safe and efficient operation of College facilities and grounds.
Main Objective	Ensure the safe, efficient, and effective upkeep of College facilities, grounds, and outdoor spaces by providing hands-on support for maintenance, groundskeeping, event setup, and general operational tasks, while assisting skilled trades, responding to urgent issues, and contributing to a well-maintained, functional, and safe campus environment.
Key Accountabilities	<ul style="list-style-type: none"> • Demonstrates an understanding of College operations, including the role of the Springfield Corporate Team and Facilities Shared Services, and how these teams deliver maintenance and groundskeeping within operational and compliance constraints. • Perform tasks requiring physical activity (trenching for exposure of buried services, postal/package delivery, manual handling, sweeping, leaf-blowing/clearance, general tidying, use of tools and equipment) as directed by the Manager, Administrations and Operations. • Demonstrates competency in using a range of powered and unpowered hand tools, including drills, saws, wrenches, hammers, and other maintenance equipment. • Supports minor repairs to furniture and building components, including doors, fixtures, basic plumbing, painting, and general carpentry, to maintain a safe and functional environment. • Supports a variety of reactive maintenance activities and works with stakeholders to minimise disruption to College operations. • Responding to emergency situations (e.g., safety hazards, weather damage, urgent repairs) as directed by the Manager, Administrations and Operations, including after-hours callouts if required. • Logs, updates, and completes jobs using the MyBuilding system to ensure accurate tracking and management of maintenance tasks. • Pays attention to details that contribute to a positive experience delivered by the Springfield Corporate Team / Facilities Shared Services. • Identifies and communicates opportunities for improvement, challenges, or roadblocks to the Manager, Administrations and Operations, including proposing solutions to implement maintenance and groundskeeping operations. • Assists with furniture relocation, pressure cleaning, and setup/pack down for College events, sports days, and scheduled works, including during school holidays. • Provides assistance and general labouring support to the Maintenance Officer and other team members as required. • Effectively schedules and prioritises tasks, adapting to changing demands and deadlines while working independently within practices and/or methods. • Work closely with all members of the Facilities Shared Services and contribute positively to the culture of the College. • Regularly participates and contributes to maintenance team toolbox talks and safety training in collaboration with the Manager, Administrations and Operations and the Manager, Facilities Shared Services. • As directed by the Manager, Administrations and Operations and the Manager, Facilities Shared Services, works closely with facilities maintenance contractors and vendors.



	<ul style="list-style-type: none"> Support tasks aligned with technical skills in maintaining College buildings and facilities, including project work and facility improvement activities. Undertakes seasonal grounds care and maintains irrigation systems, including watering schedules, and preparation of gardens and outdoor spaces for changing weather conditions. Performs other duties as reasonably directed to support the College given by Senior Leaders. As appropriate, maintains technical registrations, licenses and training relevant to the role. Upholds Code of Conduct and Valuing Safe Communities standards Understands and upholds standards in policies and other reasonable directions as directed. Complies with any directions noted in the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i>.
Selection Criteria	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. It is inclusive of essential knowledge, skills, experience and behavioural competencies.</p> <p>SC 1 – Experience</p> <ul style="list-style-type: none"> Relevant experience or knowledge in grounds maintenance (e.g., landscaping, turf management, irrigation systems). Relevant experience or knowledge in facilities maintenance (e.g., general handyman repairs, carpentry, plumbing, painting, and equipment repair). Desirable: prior experience maintaining and managing school buildings, sporting fields, or educational facilities. <p>SC 2 – Buildings, Facilities, and Grounds Maintenance Expertise</p> <ul style="list-style-type: none"> Demonstrated experience in maintaining school grounds, gardens, sports fields, and outdoor spaces, including the safe operation of groundskeeping tools and equipment. Strong knowledge of facilities and asset maintenance across a broad range of areas, including education buildings, performing arts venues, sports buildings. <p>SC 3 – Workload Management and Stakeholder Engagement</p> <ul style="list-style-type: none"> Proven ability to manage and prioritise competing demands across groundskeeping, routine maintenance, and reactive repairs. Ability to engage with diverse stakeholders, including school staff, external contractors, and suppliers to ensure maintenance and groundskeeping work is completed efficiently and safely. Strong problem-solving skills with the ability to adjust schedules, communicate changes, and escalate issues when required. <p>SC 4 – Innovation and Continuous Improvement</p> <ul style="list-style-type: none"> Ability to identify and implement improvements in grounds and facilities maintenance that enhance safety, efficiency, service quality, and cost-effectiveness. <p>SC 5 – Communication and Relationship Management</p> <ul style="list-style-type: none"> Strong interpersonal skills with the ability to build positive working relationships with staff, students, and external service providers. Effective written and oral communication skills to document maintenance schedules, report issues, and coordinate contractor services. <p>SC 6 – Organisational Skills</p> <ul style="list-style-type: none"> Proven ability to deliver tasks on time, utilising effective time management.



	<ul style="list-style-type: none"> Capacity to work independently and as part of a team while ensuring compliance with safety regulations, policies, and work procedures. <p>All employees</p> <p>SC-E1 - Personal capabilities</p> <ul style="list-style-type: none"> Demonstrated ability to exemplify care, dignity and respect, delivered through high personal accountability for professional workplace conduct Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values. <p>SC-E2 – Christian Ethos</p> <ul style="list-style-type: none"> An understanding of, respect and demonstrable support for the College's Christian ethos.
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Job Details	
Position Status	Part time 0.5 FTE
Job Duration	Permanent
Hours of Duty	3 days per week, 6.5 hours per day 7:45am commencement
Occupational group	Corporate Schedule 11
Classification	Level 2
Annual salary	\$63,352 gross annual salary, pro-rated for part time Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025

Working at St Peters Lutheran College	
Our Mission	Excellence in Christian Co-education
More Beyond	<p>At St Peters, our College motto is Plus Ultra — ever higher, more beyond.</p> <p>More beyond is a choice. It is intentional. It is achievable. Embracing the spirit of Plus Ultra means seeing that there is more, expecting more and challenging ourselves to reach for the rewards of more beyond. Plus Ultra. More Beyond. St Peters Lutheran College.</p> <p>Co-education</p> <p>Grounded in a culture of respect and inclusion, the St Peters approach to co-education prepares students for a life beyond school. It starts with learning side by side, every day.</p> <p>Faith</p> <p>Deeply rooted in the values of our Christian heritage is the desire to transform our faith into a 'lived experience'. This means responding to God's love by growing our students' gifts and talents to meet the deep needs of the world they will inherit.</p>



Our Values	
Professional Behaviours	<p>Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards.</p> <p>All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace.</p> <p>Employees must understand and adhere to the College's Child Protection Policy and Procedures.</p>
Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
Policies & Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i> and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<p>Right to work in Australia</p> <p>Current Queensland Blue Card – Working with Children and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Other relevant information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
Further Information	<p>Further information about St Peters can be found at www.stpeters.qld.edu.au</p>

Reviewed: September 2025