

POSITION DESCRIPTION

Grounds and Maintenance Officer – St Catherine



The Grounds and Maintenance Officer is responsible to the Properties Manager for the development, presentation, and upkeep of the College's property and physical assets. Property includes buildings and structures, furniture and fittings, utility services and infrastructure, grounds and gardens. The role ensures that the College is maintained in a well-presented and safe manner. This position also assists with moving furniture and equipment within the school and requires a commitment to the values and ethos of Catholic education.

The position operates at a high level of responsibility and requires the incumbent to work independently while demonstrating advanced communication, organizational, and administrative skills.

CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make ([CECV Commitment Statement to Child Safety](#)).

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

LOCATION

The primary place of work is St Catherine campus. However, at the Principal's discretion the Grounds and Maintenance Officer may be required to perform duties at St Clare or any other campus operated by Kolbe Catholic College.

RESPONSIBILITIES:

Key Responsibilities

- Ensure efficient & effective, during school term, daily operations of St Catherine facilities that include but is not limited to site security and day to day campus readiness; maintenance of lawns, gardens, sporting fields, synthetic turf & play equipment; maintenance of structures such as fences, gates, edgings, pathways, watering systems, drains etc; graffiti or offensive word/symbol removal; waste management/campus cleanliness.
- Ensure efficient & effective response to unforeseen emergencies
- Ensure that staff, students, and visitors are not exposed to any dangerous materials & immediately report any hazards to the Properties Manager

- Ensure efficient & effective actioning of staff maintenance or work requests i.e. setups & pack down for assemblies/information nights; furniture movement
- Ensure efficient & effective, during school holiday, tasks of St Catherine facilities that include but is not limited 'spring clean' of classrooms & buildings; building projects; scheduled periodic maintenance tasks
- Assist the Properties Manager in overseeing contracts & relationships with St Catherine's external contractors, service providers & building companies
- Routine care & maintenance of equipment used within the department
- Maintain accurate records & logs of maintenance tasks & safety inspections at St Catherine
- Comply with all OH&S regulations

Other Duties

- Attend non-teaching staff and team meetings as required.
- Undertake professional learning to maintain awareness of current best practices.
- Support and comply with the College's Child Safe Policy, Code of Conduct, and other relevant policies.
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.
- Other duties as required by and negotiated with the Principal, Director of Finance and Infrastructure and Properties Manager.

POSITION CLASSIFICATION:

- Position Title: Grounds and Maintenance Officer
- Reports To: Principal (through the Deputy Principal, Campus Director, Director of Finance and Infrastructure and Properties Manager)
- Classification: In line with CEMEA 2022 – Category A and Category D School Services Officers' Salaries
- Tenure: Full-time, ongoing
- Review - a performance review process will be developed based on a self and peer appraisal.

KEY SELECTION CRITERIA

- Trade experience in electrical or plumbing preferred, though not at the expense of the priorities below
- Skilled in operating and maintaining a range of tools and equipment safely and efficiently.
- Knowledge and understanding of secondary school operations and the Maintenance Department's role.
- Sound understanding of OH&S legislation and building regulations.
- Appropriate communication skills and ability to work effectively with a range of people.
- Excellent organisational and planning skills.

Position Description

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- Ability to manage, maintain, and monitor a variety of records and logs, and act on exceptions in an appropriate and timely manner.
- Acts in a professional and courteous manner at all times.
- Ability to analyse problems and determine an appropriate course of action.
- High level of written and verbal communication skills.
- Professional presentation, following dress code as required.
- Maintains confidentiality of privileged information.
- Proven capacity to work independently and effectively under changing priorities, deadlines, and pressure.
- Demonstrates teamwork, mutual support, and achievement of common goals.
- Able to obtain a Police clearance and Working with Children Card.
- Generosity of spirit, optimism, and enthusiasm for grounds and maintenance work.