

Caretaker

POSITION DESCRIPTION

POSITION: Caretaker

ORGANISATIONAL UNIT: Staughton Vale

POSITION STATUS: Full time, 2-year fixed term contract

CLASSIFICATION: Business Support Services

POSITION OVERVIEW:

The Caretaker at the Staughton Vale Campus plays a vital role in supporting Bacchus Marsh Grammar's operational, curricular, and extracurricular programs. This position is responsible for maintaining high standards across the School's grounds, buildings, gardens, and facilities. As this is a live-in role, the incumbent is required to be available to respond to property, livestock, and site security needs on a 24/7 basis, 365 days a year, as required.

The position combines grounds and maintenance duties with caretaking, animal husbandry, support for the plant, garden and fruit orchard operations. It ensures a safe, productive, and welcoming environment for students, staff, and visitors, in accordance with OH&S requirements and relevant legislative standards.

KEY DUTIES & TASKS

1. General

- Provide supervision and assist in coordinating Farm Hand staff in ad-hoc maintenance tasks.
- Maintain an organised and well-stocked workshop to ensure efficient workflow and availability of maintenance consumables.
- Organise safety inductions and ensure staff are trained in the safe operation of new plant and equipment.
- Carry out and supervise landscaping, horticulture, and garden maintenance activities to uphold the presentation of the School's grounds.
- Undertake maintenance and continuous improvement of buildings, property, plant, and equipment.
- Identify and report maintenance issues beyond the role's scope (e.g., tree safety, engineering, plumbing, electrical).
- Proactively identify maintenance needs and take appropriate corrective or remedial action.
- In collaboration with Building and Grounds Maintenance Manager and/or Director of Property with coordinating tradespersons and contractors, ensuring OH&S compliance and high work standards.
- Respond to ad hoc and planned maintenance requests in a timely, organised, and professional manner.
- Promote and uphold OH&S standards within the Department and across the School.
- Support event set-up and logistics, including the movement of furniture and equipment.
- Ensure general farm areas are kept tidy, safe, and well presented at all times.
- Assist with the distribution and handling of bulky or heavy incoming goods.
- Work collaboratively with the Head of Campus, Farm Hands, and Building, Grounds, and Maintenance staff and contractors on a day-to-day basis.
- Assist with prompt responses to requests and enquiries, maintaining a helpful, professional, and positive image of Bacchus Marsh Grammar.
- Conduct pre-operation inspections and routine maintenance of plant and equipment to ensure safe and reliable operation.



- Comply with and actively promote safe work practices, ensuring public safety is considered in all tasks undertaken.
- Contribute proactively to the Staughton Vale team by following safety procedures that protect staff, students, and the wider community.
- Participate in emergency procedures as required.
- Provide support and assistance to other team members as needed.

2. Caretaker, Livestock and Agricultural Support Responsibilities

- Acquire, manage, and provide daily care for selected livestock (e.g., chickens, fish, goats).
- Monitor animal health and wellbeing, promptly reporting any issues or concerns.
- Clean and maintain animal enclosures, equipment, and associated facilities.
- Support the development, upkeep, and maintenance of gardens and small-scale horticulture projects.
- Coordinate and assist with seasonal and daily tasks, including planting, weeding, harvesting, irrigation, and basic maintenance.
- Perform general housekeeping duties, including cleaning, laundry, and maintenance of caretaker accommodation and surrounding areas.
- Undertake minor property maintenance tasks, such as garden upkeep and minor repairs.
- Ensure the security and safety of the property at all times.
- As a live-in role, be available to respond to property, livestock, and site-related needs on a 24/7 basis, 365 days a year, as required.

3. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, PROTECT Four Critical Actions for Schools: Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.
- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing.
- Complete all School assigned learning by the required due date.

4. Managing Self & Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

5. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.

6. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS

Reporting directly to: Head of Staughton Vale Campus. This position has a secondary reporting line to the Principal.

Direct reports to this position: x2 Farm Hands.

Internal Relationships: All staff

External Relationships: Contractors, suppliers, students, general public.



WORK DIRECTION/ SUPERVISION

The Caretaker operates under the general direction of the Head of Campus and works collaboratively with the Building and Grounds Maintenance Manager, Director of Property, and other staff within the broader school community. While guidance is provided on priorities and major tasks, the role requires a high degree of autonomy, initiative, and independent decision-making, particularly in responding to property, livestock, site safety, and security matters.

The incumbent is responsible for coordinating daily tasks for Farm Hands and may provide functional supervision to staff, contractors, and volunteers engaged in grounds, maintenance, horticultural, or livestock-related activities. The role also oversees the safe operation of plant and equipment and ensures that all personnel working on-site follow required OH&S and child safety standards.

As a live-in role, the Caretaker exercises significant responsibility in monitoring and managing after-hours issues, including site security, livestock welfare, emergency response, and urgent property matters. The position requires sound judgement, the ability to prioritise competing demands, and the capacity to work both independently and as part of a broader cross-functional team.

KEY SELECTION CRITERIA

Qualifications/Licences

- Relevant tertiary qualification in agriculture, horticulture, land management, facilities management, or a related field (or equivalent experience).
- Current Working with Children Check (Employment) or willingness to obtain.
- National Criminal History Check or willingness to obtain.
- Current and valid Australian Driver's Licence.
- Current First Aid qualification or willingness to obtain.
- Chemical Users Accreditation or willingness to obtain.

Essential Criteria

- Demonstrated practical experience or strong interest in animal husbandry (e.g., poultry, goats, horses, aquaculture).
- Experience or willingness to support small-scale horticultural/agricultural projects, including market gardens and orchards.
- Competence in safely operating a broad range of tools and machinery, including tractors (with attachments), ride-on mowers, flail mowers, slashers, brush cutters, and general workshop equipment.
- Strong organisational skills with the ability to prioritise competing tasks, meet deadlines, and work effectively under pressure.
- Comfortable living and working in a rural, outdoor environment and in varied weather conditions.
- Demonstrated ability to work collaboratively as part of a team, while also providing clear direction, guidance, and support to Farm Hand staff.
- Ability to plan and structure daily, weekly, and seasonal work schedules that align with farm and school priorities.
- Proven capability in assigning tasks, monitoring progress, adjusting workflows, and ensuring productivity and efficiency in day-to-day operations.
- Commitment to fostering a positive, collaborative, and safety-focused team environment.
- Strong knowledge of safe work practices and the ability to ensure compliance with workplace safety requirements relating to machinery, chemicals, livestock handling, and site operations.
- Excellent interpersonal and communication skills (written and verbal), with the ability to interact effectively within a culturally diverse school community.
- High level of personal integrity, reliability, and professional conduct.
- As this is a live-in role, the incumbent must be available to respond to property, livestock, and site-related needs on a 24/7 basis, 365 days a year, as required.

Desirable Criteria

- Demonstrated experience in a similar caretaking, agricultural, or property maintenance role.
- Experience working within a school, farm-based education program, or residential environment.



-
- Experience coordinating contractors, trades, or support staff.
 - Knowledge of organic farming, sustainable land practices, or small-scale agricultural production.

AUTHORISATION

PRINCIPAL APPROVAL

_____ Date: _____
Debra Ogston, Principal

STAFF AUTHORISATION

I have read and agree to abide by the requirements of this position description.

Staff Name: _____

Signature: _____ Date: _____