

# POSITION DESCRIPTION



**The Cathedral School**  
of St Anne & St James  
TOWNSVILLE

## ROLE TITLE:

**Grounds & Maintenance Allrounder / MR Driver**

## REPORTS TO:

Luke Bails (Principal)

Sonya Chun Tie (Business Manager – Strategy & Operations)

David Jones (Facilities Manager)

Michelle Dally-Anderson (Head of Boys Residence)

Zoe Jones (Head of Girls Residence)

## INDUSTRIAL AGREEMENT:

The Queensland Anglican Schools Enterprise Agreement

## COMMENCEMENT DATE:

June 2026

## APPLICATIONS CLOSE:

We will assess applications as they arrive, so please apply today!

Enjoy a varied, hands-on role combining grounds work, maintenance and student transport. We are seeking a reliable and hands-on Groundskeeper / Maintenance Allrounder with MR Driver licence to join our team in a full-time, dual-role position supporting both our school facilities and boarding operations.

This is an ideal opportunity for someone who enjoys grounds maintenance, general handyperson work, and driving, and takes pride in keeping busy in a varied role.

## HOURS OF WORK

### *School Term:*

1:00pm – 3:00pm: Maintenance & grounds duties

3:00pm – 9:00pm: Student driving (MR licence required)

### *School Holidays:*

7:00am – 3:00pm: Full-time grounds and maintenance work

*This position is ideal for someone who enjoys a later start to the day, with afternoon and evening hours during the school term and day work during school holidays.*

## ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 150 boarding students from Years 7 to 12.

### MISSION:

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn, and grow so they will be equipped to make wise decisions as informed members of society.

### AIMS:

1. To be a Centre for academic excellence.
2. To encourage an understanding that the spiritual and moral aspects of life are central to our humanity
3. To affirm the unique worth of the individual.
4. To inspire our students through creative, purposeful, enjoyable learning, to reach their full potential.
5. To develop attitudes which are anticipatory, visionary, and reflective.
6. To educate our students to be discerning, sensitive, and responsible.

## ORGANISATIONAL EXPECTATIONS:

All employees are expected to respect the confidentiality of the individual, and to treat all members of the school community with courtesy.

All employees are bound by the requirements of the school's policies, procedures and any other practices (such as the Code of Conduct and Dress Code) and are expected to provide appropriate support and pastoral care to students of the school.

The Cathedral School is committed to maintaining a healthy and safe work environment. Everyone must adhere to the Workplace Health and Safety Act.

The Cathedral School is committed to the safety and wellbeing of children enrolled at the school. As a condition of employment in accordance with the Working with Children (Risk Management and Screening) Act 2000 (Qld), employees are expected to obtain and hold for the duration of employment, their Queensland Teacher Registration or a working with children "blue card".

Staff are required to take an active role and be well informed regarding their legal obligations in relation to child safety and duty of care. Staff must familiarise themselves and comply with the school's Student Protection Manual.

Proof of qualifications will be required prior to commencement.

The position description is a guide only and is not intended to be an exhaustive list of duties attached to this position. Employees may be required, from time to time, to undertake duties that are outside their usual role or specialism, but within their skills, competency, and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person, body, or the school.

### **PRIMARY ROLE PURPOSE:**

The position of Grounds & Maintenance Allrounder / MR Driver is a full-time dual-role position supporting both school facilities and boarding operations. Working with the Facilities Manager and grounds/maintenance staff, the role is responsible for groundskeeping, general maintenance and handyman tasks, upkeep of outdoor spaces and school facilities, and the safe transport of boarding students to activities, sport and work.

This is a varied, hands-on role suited to someone who enjoys staying busy, working both independently and as part of a team, and taking pride in maintaining a safe, well-presented school environment. During school terms, the role generally combines afternoon maintenance and grounds duties with late afternoon and evening student driving, while school holidays focus on full-time grounds and oval/turf maintenance.

In the MR Driver component of the role, you will be responsible for safely operating school vehicles to transport boarding students in accordance with approved schedules and school requirements. You must ensure vehicles are in good operating condition, complete required safety checks, provide reliable and professional transport services, maintain appropriate standards of student behaviour, and uphold the school's duty of care at all times.

### **RELATIONSHIPS AND AUTHORITY:**

The position is responsible to the Business Manager through Facilities Manager for the day-to-day performance of duties. Employees at this level will need to accept some responsibility and be accountable for their own work.

This level requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under general supervision, using established procedures, practices, and instruction.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Facilities Manager.

Experienced employees may be required to provide peer guidance and train less experienced staff in their area of knowledge.

## SKILLS AND KNOWLEDGE:

### ESSENTIAL CRITERIA

The Grounds & Maintenance Allrounder / MR Driver will be required to meet the following Essential Criteria and actively demonstrate the competencies, knowledge and skills needed to support school facilities, grounds upkeep and safe student transport.

#### *Qualifications*

- Current MR (Medium Rigid) Driver's Licence.
- Valid Working with Children Check (Blue Card).
- Proven safe driving record.

#### *Competencies, Knowledge & Skills*

- Experience in groundskeeping, maintenance, or general handyperson work.
- Ability to safely transport students and operate school vehicles in a safe and responsible manner.
- Strong communication skills and the ability to work across teams.
- Proactive and reliable, with the ability to identify tasks and stay productively engaged.
- Organisational and time management skills.
- Ability to demonstrate flexibility, creativity, and initiative within work role.
- Ability to undertake continual manual tasks on a day to day basis.
- Ability to operate small machinery (mowers, high pressure cleaners, leaf blowers)
- Ability to recognise when tasks are required and organise work schedule in order to achieve these tasks.
- Demonstrate use and care of gardening tools and equipment.
- Ability to maintain gardens and grounds including weeding.
- Ability to work autonomously and within a team environment as required.
- High work ethic with a commitment to quality.

#### *Desirable Qualifications, Competencies, Knowledge & Skills*

- An understanding of work health and safety and anti-discriminatory practices.

## KEY ACCOUNTABILITIES:

The Grounds & Maintenance Allrounder / MR Driver, whilst working under the direction of the Facilities Manager, assists and supports the efficient running of the school and boarding operations through grounds maintenance, general maintenance and safe student transport, including:

### PROVIDE SAFE AND RELIABLE MR STUDENT TRANSPORT

- Operate the school bus in a safe and efficient way according to all relevant legislation, policies, and procedures.
- Perform daily safety and maintenance checks.
- Clean the bus as scheduled and/or required.
- Ensure the bus is safely and securely stored.
- Advise the Administrative Officer of any requirements for maintenance or repairs.

- Drivers are to be aware that school buses/vehicles are fitted with GPS tracking devices which will be used to monitor vehicle locations, movement and driving behaviours.

## SUPPORT STUDENT SCHEDULES AND UPHOLD SAFETY STANDARDS IN TRANSPORT

- Pick up and deliver students as per a set schedule.
- Ensure students are aware of rules and responsibilities as passengers.
- Maintain order and discipline on the school bus.
- Make note of any behavioural or disciplinary problems.
- Perform other related duties.

## GARDENS & GROUNDS

- Maintain gardens and grounds to a high standard that is in keeping with the school's corporate image.
- Assist with planning and designing gardens and sporting fields.
- Operate landscape maintenance equipment (tractors, ride on mowers) in accordance with WH&S procedures.
- Apply pest and weed management and plant nutrition programs.
- Maintain all machinery and equipment.
- Planting, mulching, and pruning.
- Daily use of hand tools and light machinery and ensure tools and machinery are left clean and tidy.
- Reticulation installation, maintenance, and repairs.
- Preparation of grounds for School functions and events.

## MAINTENANCE & BUILDINGS

- Attend to all routine and non-routine maintenance as directed by the Facilities Manager.
- To report potential maintenance works to the Facilities Manager.
- Assist in maintaining the upkeep of school buildings to a high standard that is in keeping with the school's corporate image.
- Setting up and disassembly of furniture and equipment for school functions.

## OTHER

- Provide excellent customer service to all members of the school community including students, parents, and other members of staff.
- Maintain a serviceable state and repair of tools and equipment.
- Maintain and monitor records and inventories of tools, stock, and equipment.
- Respond to breakdowns and crises within area of responsibility.
- Participate in yearly driver assessments.
- Attend yearly/half-yearly driving tests and eye tests as requested by the Facilities Manager.

## APPLYING FOR THE POSITION

We are looking for applicants who are **team players** and have a willingness to work collaboratively with our staff.

Applicants wishing to apply for the position are required to submit a **cover letter** and **resume** outlining their experience providing 3 work references to which the school can contact. We will assess applications as they arrive, so please apply today!

All staff at Cathedral are expected to support the philosophies of the school, must either hold or be able to obtain a Blue Card and/or be registered with the Queensland College of Teachers. Applicants will be subjected to blue card screening, referee checks, identification verification, and will be required to disclose any information relevant to their eligibility to engage in activities involving children and young people.