

Grounds Person Role Description

Position Summary

Position Title:	Grounds Person
Reports To:	Operations Manager
Position Summary:	The Grounds Person supports the smooth daily operation of the school by ensuring all buildings, facilities, and grounds are safe, well-maintained, and presented to a high standard. The role carries out routine repairs, minor trade tasks, and grounds care while responding promptly to maintenance requests and assisting with school events, furniture setup, and operational needs. A strong commitment to WHS, safe work practices, and accurate record-keeping is essential, along with a proactive approach to supporting staff, students, and the wider Christian school community in maintaining a welcoming and functional environment that reflects the school's values.
Latest Revision:	July 2026
Key Relationships:	Operations Manager Property Manager Grounds Team

Key Accountabilities

Application of Christian Faith	• Lead staff Bible-based devotions according to the established roster. • Apply Bible-based decision-making that aligns with the school's Christian ethos, promoting a Christ-centered approach in all professional and ethical responsibilities. • Actively support the school's Christian Mission, Vision, and Values through professional practice, communication, and relationships. • Serve as a positive Christian role model in speech, behaviour, and lifestyle, reflecting the teachings of Jesus Christ.	Success Measures Decisions and actions align with Christian ethos.
Grounds & Facilities Presentation, Maintenance and Repairs	• Maintain the presentation and condition of school grounds, gardens, and sporting facilities. • Respond to Grounds / maintenance requests in a timely and efficient manner. • Undertake minor painting, external cleaning and general handyman tasks and repairs to fixtures and equipment	Grounds remain clean, well-presented, and safe for student and community use. Support is provided proactively, contributing to consistently well-kept grounds. Minor works are completed safely, efficiently, and to a professional standard within agreed timeframes. Requests are acknowledged and actioned within school service level expectations. Issues are reported within 24 hours and logged accurately.
Event & Operational Support	• Assist with setup and preparation of outdoor areas for assemblies, sports, and community events.	Event areas are prepared on time and meet the required layout and safety standards.

	• Assist with furniture setup, pack-down, and movement for school functions and classrooms. • Support deliveries, waste management, and recycling initiatives.	Furniture setup and movement tasks are completed accurately and within required timelines. Deliveries are processed efficiently, and waste systems operate effectively and safely.
Safety, Compliance & WHS	• Ensure that all maintenance tasks are carried out in accordance with WHS regulations. • Ensure the safe use and storage of equipment and chemicals. • Follow safe work procedures and contribute to a culture of safety on campus. • Participate in safety checks, risk assessments, and emergency drills.	All work complies with WHS standards with zero breaches. Equipment and chemicals are always stored and used in line with safety requirements. Safe work practices are consistently modelled and reinforced with no preventable incidents. All required safety checks and drills are completed accurately and on schedule.
Record-Keeping & Resource Management	• Maintain accurate records of maintenance work and equipment servicing. • Monitor and maintain stock levels of maintenance supplies.	Maintenance logs are complete, up to date, and stored according to school procedures. Supplies are kept at appropriate levels with no preventable shortages.

Organisation Chart

Operations Manager
Property Manager
No direct reports

Selection Criteria

Essentials

The ideal candidate will:

- Have an active Christian faith with regular involvement in a local church, and a commitment to the Mission, Vision, and Values of WCCS, including the Statement of Faith.
- Possess outstanding communication and interpersonal skills as your work will involve interaction with staff, students, parents and contractors.
- Hold relevant trade qualification/s or experience (e.g. Horticulture, Landscaping, building).
- Demonstrate the ability to work as part of a team.
- Have previous experience in a school or similar environment.
- Have experience within the property and /or maintenance field.
- Hold experience in driving Light Rigid (LR) vehicles, including buses with appropriate LR or higher License.
- Be required to provide a current Working with Children Check number.

Signed by employee: _____

Date: _____