



Property & Grounds Manager

Title	Property & Grounds Manager
Classification	Education Support Officer – Level 5 (Category A)
Appointment duration	Ongoing, Full-Time
Date Reviewed	October 2026

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The Property & Grounds Manager is responsible to the Business Manager for all operational property and maintenance matters, maintaining all College buildings, fixtures and fittings in a functional and aesthetically pleasing condition in accordance with OH&S and WorkSafe regulations and guidelines.

In fulfilling this duty, the development of short term and cyclic maintenance programs and procedures are required to ensure that works are identified, reported and carried out in a timely, efficient & safe manner.

It is expected that the Property & Grounds Manager will have maintenance and construction experience and be computer literate. A background in electrical or plumbing work would be highly regarded.

It is important that the Property & Grounds Manager sees this role as service oriented and responds positively to all stakeholders and be prepared to work outside normal scheduled hours if required.

Position in Context

An efficient Maintenance Team is vital to the College's success. The Property & Grounds Manager has a key role to play in ensuring that the College can operate smoothly (both on a day-to-day basis and in the long-term) and that it is always a safe and attractive place for staff, students and visitors.

The Maintenance Team consists of the Property & Grounds Manager, Grounds Team Leader, Maintenance Carpenter and a Grounds Worker. It is supported by casual staff and trade contractors.

The Property & Grounds Manager has autonomy to manage the annual approved budget for maintenance services and minor capital works. In addition, he has autonomy to manage the day-to-day work of Maintenance Team staff and contractors, within the terms and conditions of their employment or engagement.

The Property & Grounds Manager is expected to consult regularly with the Business Manager and/or the Principal regarding work priorities, and to liaise closely with the Deputy Principals and Faculty Department Heads.

Key Responsibilities

Areas of Specific Responsibility

The Property & Grounds Manager is required to:

- Manage and supervise the effective employment of Whitefriars College Maintenance, Cleaning, Caretaking, Security and Ground staff engaged in property and maintenance duties; together with trade contractors
- Undertake the periodic re-evaluation of specific cleaning and maintenance contracts
- Maintain and develop the grounds and gardens in conjunction with the College Groundsmen:
 - including playing fields, shade and seating, car parks and roads, fencing and gates, shelters and barbecues, drink troughs, basketball courts and rings, lawns and pathways, garden beds and landscaping, native bushland, lighting and signage
 - prepare sporting fields for use by students and other authorised users (Whitefriars Old Collegians Football and Cricket clubs), including mowing and marking, and ensuring that they are in a safe and serviceable condition
- Develop, publish and implement short term and annual cyclic maintenance program and procedures to ensure works are identified, reported and carried out in a timely and efficient manner
- Oversee the hazard management list, maintenance requests and holiday activity list located on the College intranet
- Ensure that the College buildings, furniture and grounds and property are kept clean and tidy to a high standard by:

- liaising with the cleaning contractors to ensure a high standard of cleaning
- arranging and coordinating special cleaning during term breaks
- Maintain all utility services including water, gas, electricity, sewerage, drainage and rubbish removal
- Liaise with local government authorities and the College architects regarding buildings and environment issues as appropriate
- Ensure that effective fire alarm, security (alarm and cameras) and public address systems are properly installed, tested and operational at all times
- Be the first contact for after-hours emergencies, together with security, fire alarm incidents and for emergency maintenance events, on-site attendance to these matters as appropriate
- Manage in conjunction with Administration staff, the College key/ Salto register and issuing of keys and cards to contractors
- Manage and respond to staff maintenance and OH&S issues in a timely and efficient manner, providing feedback to staff where issues remain unresolved
- Ensure all College buildings, grounds, roadways, fixtures and fittings, services, equipment and vehicles are:
 - effectively and efficiently maintained
 - functional and in an aesthetically pleasing condition
 - in accordance with current Building regulations, OH&S, EPA, DDA Upgrade works - Disability access and WorkSafe requirements.
- Maintain all Essential Services statutory reporting requirements, including inspections and electronic record keeping in accordance with Australian Standards, Government Legislation and relevant Building Codes. Complete job safety assessments
- Complete and maintain the bush at risk register, asbestos register, dangerous and hazardous goods register
- Develop and maintain information on building operations, security and emergency procedures
- Set up venues for all College assemblies and staged events/ functions room as directed in accordance with the required time frame. Develop a written procedure or check list to account for all requirements
- Manage the operational budgets for maintenance and minor capital works, including negotiating with suppliers, issuing purchase orders and authorising subsequent tax invoices for payment
- Supervise, plan and co-ordinate minor capital works within parameters set by the Business Manager and the College Committees. Assist with planning and management of major capital works as required
- Maintain 'As Builds' plans of the location of utility service lines - gas, water, electricity, telecommunications and computer network lines.
- Engage and manage induction of service contractors ensuring their compliance with all OH&S and WorkSafe requirements..

General Duties

The Property & Grounds Manager is required to:

- Support major functions/events of the College, including College Opening Mass, Open Day and other events as designated by the Business Manager and/ or the Principal.
- Assist with emergency management and evacuation procedures as directed
- Represent the College as an employer member of OH&S Committee and other committees as directed by the Business Manager and/or the Principal
- Familiarise, maintain and manage building monitor systems including Air Conditioning, Fire Control Panel and Security
- Be 'hands on' when required in assisting the Maintenance Team in performing maintenance tasks and assist in the shifting of furniture including transporting of items, setups etc
- Manage waste management systems including recycling, sanitary and dangerous substances
- Be aware of, and respond to, any potential risks or safety hazards on or around the College
- Undertake other duties as directed by the Business Manager and/or the Principal.

Knowledge and Experience

The Property & Grounds Manager will have:

- Knowledge and understanding of the operation of a secondary school, and an appreciation of the reliance that is necessary on the Maintenance Team
- Ability to work with minimum supervision, operate effectively under pressure and prioritise work appropriately
- Excellent organisational and planning skills with demonstrated ability to:
 - manage projects or regularly scheduled works effectively and efficiently to deliver desired results on time on budget
 - plan, organise and prioritise with competing demands
- Excellent interpersonal and communication skills, and the ability to relate to all sections of the College community
- Ability to manage, maintain and monitor a variety of records and logs, and act on exceptions in an appropriate and timely manner
- Sound working knowledge of legislative requirements of OH&S, building regulations and the Essential Services Act
- Ability to read and understand technical site/ building drawings
- Ability to analyse problems and determine an appropriate course of action
- A commitment to ongoing professional development
- Computer literate.

Key Performance Indicators (Key Result Areas)

- All property is in a good state of repair and the grounds are attractive, the College image is enhanced by the presentation of its facilities and surrounds.
- The College's educational program is not impeded by property maintenance matters.
- All work requests are responded to and resolved within a timeframe appropriate to the urgency.
- There is a good working relationship between Maintenance Staff and other key stakeholders.

Working Relationships

- Directly reports to the Business Manager
- Works collaboratively with all members of the College staff.

Key Selection Criteria

- Commitment to the mission, values, and ethos of a Catholic school in the Carmelite tradition, including respect for diversity, community, and student wellbeing.
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- It is expected that the successful applicant will hold appropriate qualifications and /or skills and knowledge, through experience, to match the duties required.
- Computer skills in Excel, Word, Outlook and AutoCAD Good physical health and dexterity.
- Current Victorian driver's licence and a willingness to drive in the course of work, Working with Children Check (WWCC) and Police Check.

Terms and Conditions

- Period of Appointment is ongoing, subject to a satisfactory review after six months of service
- Salary will be negotiated with the successful applicant and will be based on the level of experience within the range of Education Support Employee, Level 5, Category A as per the

current Victorian Catholic Education Multi Employer Agreement 2022 (VCMEA). A new VCMEA agreement is expected prior to the end of the school year / or early 2027.

- A College utility is provided for work purposes and also as a residual fringe benefit for travel between work and home. Use that is incidental to travel in the course of performing employment related duties. Non-work-related use is minor, irregular and infrequent. As the vehicle is not required by the Property & Grounds Manager during a period of leave, it will be made available for use by other College maintenance staff
- College notebook computer and mobile telephone provided
- Hours: Monday to Friday (Some weekend or after-hours work may be required) Current position is 7.30 am to 4.06 pm (38 hours) Lunch- one hour (unpaid)
- Four (4) weeks leave per annum to be taken as agreed with the Business Manager, on which 17.5% annual leave loading is paid in December each year.
- One (1) week paid additional leave per annum as time in lieu for any overtime worked (weekend or after hours), to be taken as agreed with the Business Manager Occupational superannuation currently at 12% of salary.



Application

Applicants should submit:

- A covering letter of no more than one page outlining why the application is being made for the position
- A response of no more than one page on your ability and experience that will enable you to undertake the various aspects of the role
- An up-to-date Curriculum Vitae
- The names and contact details of at least three relevant referees

Applications should be addressed to Mr Mark Murphy, Principal, Whitefriars College and submitted via the below link by 4:00pm on Wednesday, 28 October 2026.

<https://external-jobboard.myrecruitmentplus.com/?recruiterId=12399>

Any enquiries regarding the role should be directed, in the first instance, to Ms Nipuni De Silva, Human Resources Manager on 9872 8214.