



St Elizabeth's Catholic Primary School

30 Ranworth Road, Hocking 6065

PO Box 2126, Wangara DC 6947

Telephone: (08) 9303 7600

Email: admin@stecps.wa.edu.au

Grounds / Maintenance Person

The Grounds/Maintenance Person is appointed by the school's Leadership Team.

The Grounds/Maintenance Person is an integral member of the school grounds and maintenance team assisting in the upkeep, maintenance and presentation of the school's grounds, garden beds and playing fields.

Duties and Responsibilities

- Be supportive of Catholic Ethos
- Work co-operatively with the Principals'
- Provide support for the high standard presentation of grounds, gardens and landscaped areas
- Mowing, renovation, and preparation of sports playing fields
- Use of ride-on machinery and a range of powered tools and equipment
- Tree maintenance and garden pruning
- Assistance with landscape projects and spraying, weeding and general garden care
- Assisting in the repair, maintenance and operation of reticulation systems
- Conducting safe work practices at all times
- Protect, clean and maintain plant and machinery at all times
- Maintaining a clean, safe and organised work area
- General assistance with school functions
- Other duties as reasonably associated with the performance of this position
- Minor building repairs/maintenance

Selection Criteria

- Past experience in a horticultural or grounds position (preferred)
- Strong work ethic and enjoyment of outdoor environment in all weather conditions
- Willingness and active participant in maintaining a strong team environment
- Ability to receive instructions and to work either independently or as a team member
- Demonstrated background and experience in grounds maintenance, landscaping, reticulation, sports fields, gardening and/ or general grounds duties, building maintenance.

- Machinery maintenance competence
- Evidence of any other short course training and certification
- Submitting 2 references from past employment

Conditions of Employment

- WWC
- Police Clearance
- Full-time temporary position 12 mths
- Employed under the non-teaching staff EBA 2015
- Classification – Grounds person/Handy person - Grade 2
- Salary – \$52 905 FTE
- Hours of Work - Approx 7:15am - 3:15pm (summer) Monday to Friday (38 hours pw)
- Productivity allowance available with flexible hours
- Overtime may be offered and must be authorized in advance by the Principal
- 48 weeks work per year with 4 weeks annual leave
- Superannuation in accordance with State and Commonwealth legislation (currently 9%)
- Grounds uniform, boots and protective clothing
- Supportive environment with good equipment and machinery

Application

Applicant must provide a full CV and attached letter addressing the selection criteria above, including the names of 2 work related references.

If you require assistance in applying for the position, please contact

Carmel O'Shaughnessy

Principal

St Elizabeth's CPS

Hocking WA 6065

Phone enquiries 9303 7600