

Selection Criteria and Position Description

Position Title:	Grounds and Maintenance Officer
Position Type:	Part-time, three (3) days per week
Classification:	School Operational Services Level 3, Step 1 per the Christian Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2023
Commencement Date:	Negotiable
Responsible to:	Grounds & Maintenance Manager
Applications Close:	Friday 21 November 2025

Applications with supporting documents can be emailed to the College at employment@richmond.nsw.edu.au or delivered to the College Office.

Selection Criteria

Essential Criteria:

- Maintaining a faithful walk as a disciple of the Lord Jesus Christ including an active involvement with a local Christian church.
- Class C Drivers Licence.
- Work Health & Safety (SafeWork NSW) General Construction Induction card.
- Eligible to work in child related employment (not a prohibited person under the Act).
- Effective communication skills.
- Experience in the operation of grounds maintenance machinery and other small plant and equipment.
- Demonstrated general maintenance skills.
- Experience in the establishment, care and maintenance of gardens.

Desirable Criteria:

- Experience in the basic maintenance of small machinery and equipment.
- Current First Aid Certificate.
- AQF3 Chemical Accreditation.

Personal Attributes

- Commitment to sharing the Christian Faith and objectives of the school.
- Have initiative and be self-motivated.
- Capable of assessing situations and making appropriate decisions.
- Punctual, reliable and trustworthy.
- Ability to relate to parents, visitors, businesses and members of the public.

Position Description

Position Objective

To assist the Grounds & Maintenance Manager in maintaining the grounds and buildings of the College to the highest possible standard, promoting stewardship and a positive image for the College's presentation.

Vision Statement

A Christ centred learning community exploring and impacting God's world.

Mission Statement

To assist parents in the nurture of their children, by providing a Christ-centred, biblically grounded, academically rigorous and culturally relevant education that instils a sense of identity, purpose and hope in students that equips them to live for God's glory.

Inherent Requirements of Employment

- Leading and taking part in daily devotions with staff.
- Leading and taking part in prayer with staff.
- Demonstration of all core values and key elements as outlined in the College's vision, mission and staff attributes.
- Personally and continuously upholding the Christian Faith/Conduct principle within the Staff Code of Conduct.
- Applying the gospel values contained in the College's vision and mission to the relationships, activities and conversations that form the daily life of the College community.

Schedule of Duties

- Regular maintenance of College gardens and grounds (mowing, edging, pruning, hedging etc) to ensure the highest possible presentation.
- Regular maintenance of College pathways and concrete areas to ensure they are clear of rubbish and debris, including scheduled pressure washing.
- Regular weed management by way of spraying and/or manual removal.
- Regular maintenance of playground equipment and sandpits, including replenishment of soft fall and sand, to ensure safety of these areas.
- Undertake maintenance, cleaning and care of College equipment (mower and other small machines) and ensure that work areas and school grounds are kept clean and tidy at all times.
- Undertake general maintenance work on school buildings and assets as directed by the Grounds & Maintenance Manager.
- Assist the Grounds & Maintenance Manager with construction projects from time to time.
- Monitor and maintain waste bins around the campus and empty as required.
- Undertake cleaning duties from time to time.
- Assist with the set up and removal of furniture and equipment required for College events, including off site events such as sporting carnivals.
- Maintenance of Safety Data Sheets for all hazardous substances stored on campus.

- Ensure that all duties are carried out in accordance with the College's Work, Health and Safety and other employment related policies and procedures. This includes ensuring that risk assessments have been followed.

Performance Appraisal

Conducted annually with the Grounds & Maintenance Manager and Business Manager.

This description presents the major responsibilities required; this position may require the performance of additional duties as assigned by the Grounds & Maintenance Manager and/or Business Manager and/or Principal.