



Christ Church Grammar School

DUTY STATEMENT

General Hand Services

DATE: 2026

STATUS: 1.0 FTE

TIME: Full-time

DEPARTMENT: Facilities Management

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1850 students including 95 boarders.

The primary focus of the position is to support the Services Manager and Services team by providing hands-on support across a wide range of operational tasks that support the smooth, day-to-day functioning of the school.

LINE MANAGEMENT:

Reporting to the Services Manager

WORKING RELATIONSHIPS:

- Services Manager
- Senior Facilities Manager
- Chief Financial Officer
- Facilities Management Department Staff
- Administration and other Support staff
- Teaching staff
- Students
- Contractors and Visitors
- External Hirers (members of the community)

DUTIES AND RESPONSIBILITIES:

Waste & Cleaning

- Support the Leading Hand Services in routine bin collection and waste / recycling removal throughout the campus
- Support waste management and recycling initiatives
- Assist in spot cleaning and cleaning standards reporting as required
- Operate High Pressure Cleaners for wash down and cleaning surfaces

Logistics & Setup

- Participate in logistic support and set up and pack down of furniture and equipment for school events, functions and activities
- Assist with transport of equipment to/from offsite locations
- Assist with deliveries, moving supplies, and stock management
- Support classroom and office relocations as needed
- Assist with the collection and return of hire vehicles

Security Support

- Respond to security incidents in coordination with school leadership and emergency services
- Support emergency procedures and drills as directed

Safety & Compliance

- Follow all workplace health and safety procedures
- Identify and report hazards or unsafe conditions
- Ensure tools and equipment are used safely and stored appropriately

General Support

- Provide assistance to teaching and support staff as required
- Respond to ad hoc requests via ERM or from school leadership
- Maintain a professional and courteous manner with students and staff
- Other duties may be assigned

KEY RESULT AREAS

Behavioral Descriptors:

- Use initiative and take responsibility for all tasks undertaken
- Exercise judgment and solve problems within the scope of the position
- Undertake tasks with accuracy and professional competency, within prescribed deadlines and foster a cooperative work environment.
- Maintain confidentiality at all times
- Undertake safe work practices
- Undertake other duties as directed

Team Participation:

- Work closely and cooperatively with all staff members
- Contribute positively and constructively with the School community
- Ensure performance consistent with the ethos, aims and objectives of the School

Customer Outcomes:

- Exhibit awareness of the need for sensitivity and confidentiality in dealing with all members of the Christ Church community together with those in the wider community
- Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met
- Deliver exceptional customer experiences

KNOWLEDGE, SKILLS AND EXPERIENCE:**This position requires:**

- All applicants must have a National Police Certificate and have completed a Working with Children Check
- Physical ability to lift and manipulate heavy objects and perform manual work
- Ability to use and maintain hand and power tools applicable to the role
- Ability to follow instructions and procedures and enact safe work practices
- Ability to work both as a member of a team and independently as required
- Ability to work effectively in a busy environment
- Ability to communicate effectively to all staff and co-workers
- Ability to carry out and receive orders effectively as requested
- Working effectively, efficiently without supervision at times

The person must have:

- Initiative
- Flexibility
- Reliability
- Tact and diplomacy
- Have a great sense of enthusiasm
- Ability to work cooperatively as part of a team
- Ability to work independently as necessary
- Ability to communicate well with a wide range of people
- C Class driver Licence at a minimum
- MR/HR license Desired

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behavior standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2025
- Salary will be negotiated according to qualifications and years of experience
- The School may request the completion of a pre-employment medical examination