



Christ Church Grammar School

DUTY STATEMENT

General Hand Grounds

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 there are approximately 1750 students including 95 boarders.

The primary focus of the position is to support the Grounds and Essential Service Department across the campus and school owned property to the highest standards attainable.

LINE MANAGEMENT:

Reporting to the Grounds Manager and Senior Facilities Manager.

WORKING RELATIONSHIPS:

- Grounds 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:

- Maintaining, repairing and improving school grounds including ovals, lawns, turf, gardens, paving, reticulation, wall repairs and other related areas as directed
- Assist with clean up of the school grounds each morning as directed
- Assist with small construction tasks such as excavating and handling and transporting of equipment and materials as directed
- Assist with cleaning storm water drains
- Assist with low level tree pruning
- Assist with hedging shrubs
- Assist moving machinery and Equipment to locations as directed
- Operate and maintain grounds equipment including ride on mowers, sprayers, aerators and/or small tractors as directed
- Apply and use of fertilizers and pesticides as directed
- Ensure proper care in the use and maintenance of equipment, supplies and chemicals and promote continuous improvement of workplace safety and environmental practices
- Participating in the development and implementation of preventative maintenance programs.
- Operate, maintain and install irrigation and drainage systems as directed
- Operate High Pressure Cleaners for wash down and cleaning surfaces
- Carry out specific work as directed, in conjunction with WHS Practices and Compliance
- Set up and pack down of sporting events
- Assist with function set up and dismantle as directed
- Assist with dispatching of incoming parcel deliveries
- Assist with moving and setting up classrooms
- Assist with rubbish disposal when required
- 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 use and maintain turf equipment/machinery applicable to the role

- Ability to perform grounds maintenance tasks, 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/volunteering 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