



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 Management & Cleaning

- Support routine bin collection and campus waste and recycling removal
- Assist with recycling and sustainability initiatives
- Carry out spot cleaning and help maintain cleaning standards as required
- Operate high-pressure cleaning equipment for surface cleaning and washdowns

Logistics & Event Support

- Assist with setting up and packing down furniture and equipment for school events and activities
- Help transport equipment to and from offsite locations
- Support deliveries, stock movement, and general materials handling
- Assist with classroom and office relocations when required
- Support collection and return of hire vehicles

Security Support

- Assist with responding to security incidents in coordination with leadership and emergency services
- Support emergency procedures and participate in drills as directed

Safety & Compliance

- Follow all workplace health and safety procedures
- Identify and report hazards or unsafe conditions
- Use and store tools and equipment safely

General Support

- Assist teaching and support staff as required
- Respond to ad hoc tasks and requests from leadership or via ERM
- Maintain a professional and respectful approach with students and staff

KEY RESULT AREAS

Behavioural Expectations

- Take initiative and responsibility for assigned tasks
- Use sound judgement and solve problems within role scope
- Complete work accurately, on time, and to a professional standard
- Maintain confidentiality at all times
- Follow safe work practices
- Undertake other duties as reasonably directed

Team Contribution

- Work cooperatively with colleagues and contribute to a positive team environment
- Support the values, goals, and ethos of the School

Customer Service

- Respect confidentiality and sensitivity when dealing with students, staff, and the wider community
- Respond to internal and external requests in a timely and accurate manner
- Provide a professional and positive service experience

KNOWLEDGE, SKILLS AND EXPERIENCE:**Essential Requirements**

- National Police Certificate and Working With Children Check
- Physical ability to safely lift and move heavy items and perform manual work
- Ability to use and maintain relevant hand and power tools
- Ability to follow instructions, procedures, and safe work practices
- Ability to work both independently and as part of a team
- Ability to work effectively in a busy environment
- Good communication skills with staff and stakeholders
- Ability to carry out tasks accurately and follow direction as required
- Ability to work without close supervision when needed

Personal Attributes

- Initiative, reliability, and flexibility
- Positive attitude and enthusiasm for the role
- Professionalism, tact, and diplomacy
- Ability to work cooperatively with others and independently when required

Licences

- Minimum C Class Driver's Licence
- MR/HR Licence desirable

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