



## MANDURAH CATHOLIC COLLEGE

Mandurah Catholic College is a K-12 Catholic co-educational day school, with approximately 1650 students enrolled in 2017. Established in 1992, the College is located on a picturesque, 12-hectare bushland site situated two kilometres from the Mandurah town centre.

The Principal of Mandurah Catholic College invites applications from suitably qualified persons for the position of

### **GROUNDSPERSON**

**Full-time, ongoing, 1.0 FTE  
Commencing as soon as practical**

This person will be experienced in working in a Groundsperson position or equivalent in an educational setting. They will be well organised and responsible in assisting the maintenance team with the effective and efficient maintenance and development of the College grounds in consultation with the College Property Manager. The successful applicant will be a committed member of our College.

**All applications are required to have a Statement of Service and Working with Children check. Successful applicants will be experienced, dynamic and supportive of the Catholic ethos. Details of the College can be viewed at, [www.mcc.wa.edu.au](http://www.mcc.wa.edu.au) or by contacting the College on 9531 9507.**

Resume, College application form and covering letter addressed to the Principal with the names and telephone numbers of three referees (one of whom should be your Parish Priest), should be submitted to:

Human Resources Officer  
Mandurah Catholic College  
PO Box 615  
MANDURAH WA 6210

Fax: 9535 8558

E-mail: [MCCHumanResources.mcc@cathednet.wa.edu.au](mailto:MCCHumanResources.mcc@cathednet.wa.edu.au)

**Applications close Monday, 18 September 2017**



*“Our College is a learning community  
seeking truth by living out the Gospel values through the Catholic faith and  
by promoting the holistic and optimal development of each person”.*

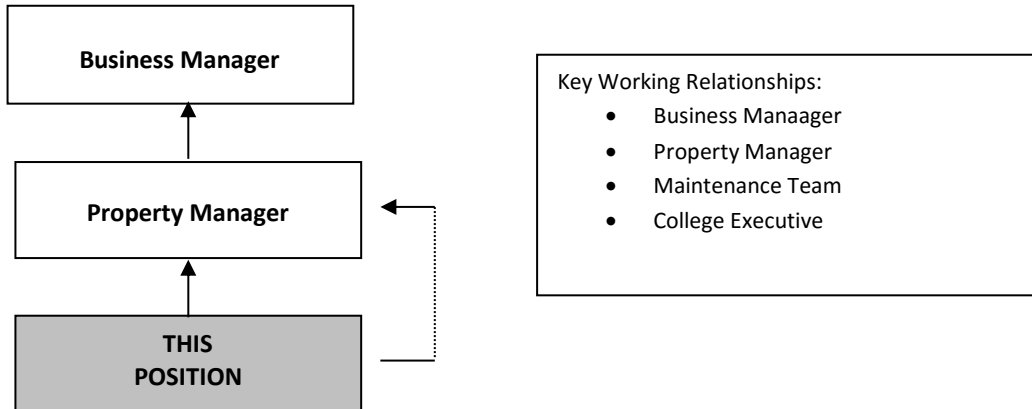
## ROLE DESCRIPTION

### 1. POSITION IDENTIFICATION

SECTION :	Maintenance
POSITION :	<b>GROUNDSPERSON</b>

### 2. POSITION RELATIONSHIPS

Responsible to:



### 3. PURPOSE OF THE POSITION:

The College Groundsperson will assist the Property Manager and as part of the maintenance team in the day to day duties of maintaining and developing the grounds at Mandurah Catholic College as well as supporting the set up and dismantling of key College events that support the learning of students and the sense of community at the College. This will be done in a dignified, professional and respectful fashion.

The Groundsperson assists in implementing the College philosophy and modeling and supporting the goals of the College Mission and Strategic Plan. It is an expectation that this position will support the vision and goals of the College as a learning community and to participate in ongoing professional development and learning.

### 4. CORE RESPONSIBILITIES:

- To assist the Property Manager in maintaining the College environment and buildings.
- To ensure the grounds and bins are clean and tidy during school hours.
- Carry out event set up for College events including: masses, assemblies, Speech and Awards Nights, Incursions, Parent/Teacher Nights, Art Exhibitions and College Productions.
- Maintain gardens and grounds under the direction of the Property Manager.

- Report any damage to College property to the Business Manager/Property Manager.
- Preparation of bins for council collection and maintenance of the College's recycle and waste bins.
- Assist with cleaning and reporting of any maintenance required on the College buses.
- Preparation of bins for council collection.
- Blow vacuum College grounds and walkways.
- Other duties as directed by the Business Manager/Property Manager.
- Carry out the Property Manager's duties when absent.
- Carry out safe work practices, maintain and operate hand tools in a safe and competent manner.
- Wear PPE where necessary for occupational safety health regulations or as stipulated by the Property Manager.
- Opening and closing the College and ensuring all buildings and equipment are locked and secured as necessary.

**5. POSITION EXPERIENCE AND SKILLS REQUIREMENT PROFILE:**

- Have highly developed organisational and interpersonal skills.
- Possess ability to be a proactive and collaborative member of a team.
- Model and maintain the Catholic ethos and traditions of the College.
- A warm, welcoming and friendly disposition.