



Nagle Catholic College – Job Description Template

Job Title:	Grounds and Maintenance Person	Job Category:	Ground staff
Department/Group:	Grounds and Maintenance		
Location:	Geraldton, WA	Reports To:	Property Manager
Level/Salary Range:	\$44, 715 – \$46, 864	Position Type:	Full Time, Permanent
HR Contact:	morgan.alison@ncc.wa.edu.au	Commencement:	09/10/2017
		Position End Date:	

Job Description

POSITION DESCRIPTION:

The Maintenance / Groundsperson supports the College’s teaching and learning activities and other operations through a range of activities, including:

- Organising timely responses to attend to maintenance requests;
- Facilitating venue setups and movement of equipment as required;
- Taking pride in presenting well maintained gardens and grounds for students, staff and visitors to enjoy;
- Assisting the Property Manager to meet the College’s Workplace Health and Safety obligations.

The hours of work are 7:00am-4:00pm, Monday – Friday with 12 Rostered Days Off per annum and 4 weeks Annual Leave.

ROLES AND RESPONSIBILITIES:

- Building and Facility Maintenance
- Use power and manual tools
- Undertake a range of day-to-day and seasons tasks.
- Room/venue setup for College events
- College vehicle general maintenance
- Attend Catholic Accreditation courses and maintain Accreditation to Work in a Catholic School

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Current Working with Children Check (WWCC)
- National Consent Form (Department of Education Police Clearance)
- Demonstrated proficiency in undertaking a range of grounds and building maintenance tasks.
- Preferably have completed either a building related trade, or, will have completed certificates in horticulture (or similar certificates).
- Possession of an “LR” (light rigid) vehicle licence (or higher) and/or previous bus driving experience is desirable.
- Ability to use general power tools, ride-on lawnmower, leaf blower etc.

SELECTION CRITERIA:

- Diligent in the use of equipment.
- Ability to work cooperatively and collaboratively as a member of a team.
- Ability to exercise discretion, use initiative and solve problems.
- Ability to maintain confidentiality and monitor the level of disclosure on sensitive issues.
- Proven interpersonal and communication skills.
- Ability to think strategically, analyse multiple sources of information.
- Ability to prioritise tasks and evolve processes to increase efficiency.
- Flexibility in working arrangements.

The closing date for this position is: 22 September 2017

Please scroll down and complete the attached application form (fillable PDF) to which you should also attach your:

- Cover Letter
- Selection Criteria
- Copies of all Relevant Qualifications
- Copy of completed Informed Consent Form (Criminal Screening)
- Copy of Working with Children Check
- Driver's License

All applications should be submitted electronically to:

Mrs Alison Morgan (HR Officer) morgan.alison@ncc.wa.edu.au

Please note, only applicants who fill out the College Application Form will be considered for this role.



Application for Non-Teaching Position

Please complete this Application for Employment to which you should attach your:

- Cover Letter
- Resume
- Copies of all relevant qualifications
- Copy of Working With Children Card and National Police History Check

1. Personal Information

Surname

Christian Names

Home Address

Home Telephone

Present Employer Business Address

Present Employer Business Telephone

Religion

Length of notice
required by present
employer

Earliest date for
taking up appointment

2. Referees

Names and addresses of persons who have consented to act as referees.
The Principal reserves the right to contact persons not nominated in this application

2.1 Professional Referee 1

Name

Address

Telephone Home:

Business:

2.2 Professional Referee 2

Name

Address

Telephone Home:

Business:

2.3 Current Employer

Name

Address

Telephone Home:

Business:

If you do not want the person nominated in 2.3 to be contacted please outline your reasons, and nominate as a referee a previous employer or another person to whom you have been responsible in your employment.

2.4 Alternative to 2.3

Name

Address

Telephone Home:

Business:

3 Employment History

(Provide details of the places in which you have worked, the duties undertaken, and the length of service with each employer)

Company Name	Duties Undertaken	Years of Service
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4. Other Qualities

Please briefly outline your personal qualities which would make you a suitable applicant for appointment.

5. Other Relevant Information

Additional relevant information should be attached separately.

Where did you see this position advertised?

Date

Successful applicants will need to apply for a *Working With Children Check* and a *Department of Education & Training Criminal History Check*. The cost of these clearances is borne by the applicant. Information about these forms is available on

www.checkwwc.wa.gov.au and on
http://eddept.wa.edu.au/screening/docs/police_clearance.pdf

NAGLE CATHOLIC COLLEGE

Notice concerning Collection of Information

1. In applying for this position you will be providing Nagle Catholic College with personal information. We can be contacted by telephone at (08) 9920 0500, by fax at (08) 99200 515, and by e-mail at admin@ncc.wa.edu.au.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for as long as is necessary to finalise the appointment.
4. Nominated referees of short-listed applicants will be contacted prior to the offering of a position. Non-nominated referees may also be contacted.
5. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
6. We will not disclose this information to a third party without your consent.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information until the completion of the appointment process.