



Our Lady of
Mercy College

Grounds and Maintenance Person

Application Package

Grounds and Maintenance Person

0.6 - 1.0 FTE, ongoing

Introduction to the College

Our Lady of Mercy College Australind is a Catholic Co-educational Secondary College established in 2020 to serve the communities of Harvey, Brunswick, Collie, Leschenault, Australind and surrounding regions.

The College offers a supportive and enriching educational environment for students in Years 7–12, based on the Mercy values. As well as the traditional learning areas, the College offers an extensive curriculum and will continue to investigate future opportunities in a variety of Learning Areas to meet the demands of our growing College. Through a focus on global competencies, Our Lady of Mercy College equips our students with the skills and knowledge needed to address real-world issues, for the next stage of their lives.

With a strong focus on Pastoral Care, Our Lady of Mercy College continues to strive for a culture of respect and positive relationships, placing the person first.

Our Vision commits us to:

Guided by the Mercy tradition and values, and by our vision for learning, we equip and empower students to contribute to a more just and compassionate world.

Our Mission calls us to be:

A community centred on Christ's teachings, where our Catholic faith and vision for learning unite to uphold human dignity, promote justice and act for the common good.

Overall Responsibility

The Grounds and Maintenance Person is responsible for maintaining the College's buildings, facilities, equipment and grounds to a high standard. Reporting to the Head Groundsperson, the role involves general and preventative maintenance, grounds care, equipment upkeep and supporting the ongoing safety, presentation and functionality of the College. The position requires the ability to work both independently and as part of a team, while demonstrating professionalism, confidentiality and a commitment to a positive school environment.

Reporting To

The Grounds and Maintenance Person reports to the Business Manager and Head Groundsperson.

Specific Responsibilities

The Grounds and Maintenance Person will:

- Perform general maintenance, repairs and improvements to College buildings and facilities.
- Operate, maintain, service and safely store machinery, tools and equipment.
- Maintain College grounds, including mowing, weeding, pruning and general upkeep.
- Follow WHS requirements and report hazards, faults and maintenance issues.
- Assist with College event support, deliveries and other operational support tasks.
- Coordinate with the Head Groundsperson and contractors as required.
- Maintain maintenance records and provide updates on work progress.
- Work collaboratively within the Property Services team and wider College community.
- Demonstrate initiative, discretion and the ability to work with minimal supervision.
- Perform other duties as required by the College Executive.

Essential Skills

The following essential skills are required to achieve the outcomes in the context of this position:

- Demonstrated experience in general and preventative building maintenance and repairs.
- Demonstrated knowledge of machine and tool maintenance associated with property services.
- Demonstrated experience in general gardening tasks.
- Have the ability to work with minimal supervision and exercise discretion.
- Demonstrate strong communication and organisational skills.
- Demonstrate a high level of reliability and punctuality.
- Have strong understanding of Work Health & Safety (WHS) requirements, including WorkSafe practices and codes.
- Hold a Valid C class driver's licence.
- Have a clear understanding of health and safety regulations, including experience with fire safety and evacuation procedures.
- Demonstrate a willingness to be actively involved in all College activities.
- Have the ability to liaise and work positively and constructively with other members of staff, parents, Catholic Education personnel and with the wider community.
- Have a clear understanding and support for the ethos of Catholic Education.

Desirable Skills

- Hold a current MR or HR driver's licence.
- Demonstrated high-level interpersonal skills.
- Have a relevant trade-based skill(s) or training applicable to maintenance and property services.

Selection Criteria

Successful applicant for this role will:

- Have demonstrated experience in building maintenance, repairs and the general upkeep of facilities and grounds.
- Have demonstrated ability to operate, maintain and safely use machinery, tools and equipment associated with property services.
- Have sound knowledge of Work Health and Safety (WHS) requirements.
- Work independently and collaboratively as part of a team.
- Have excellent communication skills (verbal and written).
- Have excellent time management skills and meet deadlines promptly and efficiently.
- Possess or be willing to complete the requirements for Accreditation to Work in a Catholic School.
- Possess or be willing to obtain a current Working with Children Check.
- Have an understanding and support of the Catholic Ethos.

Tenure and Conditions

Responsibility	Position reports to the Business Manager and Head Groundsperson
Tenure	0.6 - 1.0 FTE. This is negotiable with the candidate. Commencing as soon as possible.
Remuneration	Facilities & Operational School Operational Services, As per the industrial agreement - WA Catholic School Support Staff Enterprise Agreement 2024 and the current Salary Schedule Salary will be negotiated depending on candidates relevant experience and qualifications.
Salary Packaging	A range of salary packaging options are available as per other Catholic school employees in WA. Allowable salary package items include the following: • Private health insurance • Payment of school fees • Childcare costs • Mortgage expenses or home rental • Novated lease (vehicle)
Leave	Entitlements as per the industrial agreement.
Working Pattern	7:30 am – 3:30 pm, weekdays. There is a mandatory shutdown period for two weeks over the Christmas and New Year period.
Position Requirements	• Nationally Coordinated Criminal History Check (NCCHC) • Have a current Working with Children Check (WWCC) • Current First Aid Certificate (to be obtained if not held) • On appointment completion of Mandatory Reporting Training. • On appointment completion of Staff Code of Conduct Training. • Have completed, working towards, or be willing to work towards, 'Accreditation to Work in a Catholic School.' Additional information can be found here: CEWA Limited Accreditation Framework
Extra-curricular and After-hour Requirements	Fully support College activities by attendance at various extra-curricular and social functions where required. The activities include and are not restricted to College Graduation, Commissioning Mass and Presentation Evening.

General Information for Applicants

To apply for the role:

Applicants will need to produce an application package which includes:

1. Cover letter addressing selection criteria.
2. Curriculum Vitae, including copies of professional qualifications if applicable.

Applications are to be received via email to olmca.humanresources@cewa.edu.au addressed to the Principal, Mr Vince Bellini, no later than 3:00 pm, **Monday 9 November 2026. Applications after this deadline will not be accepted.**

1. Cover Letter

Write a cover letter addressing the selection criteria from page 3. This should be a maximum of two pages. Letters should be addressed to the Principal, Mr Vince Bellini.

2. Curriculum Vitae

- Employment history
- Professional qualifications
- Reference to Accreditation held within the Catholic sector (if applicable)
- Extracurricular qualifications and/or experience
- WWCC (Working with Children Check Card) numbers and expiry date
- Names and contact information of three professional referees. All will be contacted for the purpose of a verbal reference. If applicable, include a Parish Priest or Minister as a referee.

Your three referees must include:

- a person with whom you are currently working.
- a person with whom you have worked in the past two to five years.
- a current line manager.
- Provide copies of professional qualifications, Working with Children Check card.

Further information can be obtained by contacting the College Vice Principal, Mrs Maree Maughan on 08 9720 3300.

Timeline

Monday 26 October 2026	Position advertised
Monday 9 November 2026	Closing date for applications
Wednesday 11 November 2026	Shortlisting and interview invitations sent



Our Lady of Mercy College

100 Leisure Drive, PO Box 220, Australind WA 6233. P: (08) 9720 3300
olmca.humanresources@cewa.edu.au | www.olmca.wa.edu.au