



Our Lady of  
Mercy College

# GROUNDSPERSON (MAINTENANCE)

*Application Package*



## Maintenance Person

Full Time, 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 continues to investigate future opportunities in a variety of Learning Areas to meet the demands of a 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 stages 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.

### Overall Responsibility

The Maintenance Person plays a vital role in ensuring the College's buildings, property and grounds are safe, well-maintained, and presented to a high standard. Working under the direction of the Head Groundsperson, the successful applicant is responsible for a broad range of maintenance tasks across facilities, equipment and outdoor areas. This includes applying sound knowledge of machine and tool maintenance associated with property services, along with experience in general and preventative building maintenance and repairs.

The role requires the ability to work effectively both independently and within a team environment to support the ongoing upkeep and improvement of the College's grounds and infrastructure. Professionalism, confidentiality and a commitment to maintaining the College's positive public profile and a high-quality learning environment are essential.



## Duty Statement

### Key Responsibilities

#### **1. General Maintenance & Repairs**

- Perform general and preventative building maintenance and repairs.
- Carry out routine servicing and minor repairs to equipment, tools and facilities.
- Assist with minor construction, refurbishment and improvement tasks as directed.

#### **2. Machinery, Tools & Equipment**

- Operate, clean and maintain machinery, tools and equipment used in property and grounds maintenance.
- Conduct basic troubleshooting, servicing and minor repairs on equipment.
- Ensure equipment is stored safely and maintained in good working order.

#### **3. Work Health & Safety**

- Apply a strong understanding of Work Health & Safety (WHS) requirements, WorkSafe practices and relevant codes.
- Maintain a safe working environment for staff, students and visitors.
- Follow established safety procedures, including fire safety and evacuation processes.
- Report hazards, faults or maintenance risks promptly to supervisors.

#### **4. Grounds & Property Presentation**

- Work collaboratively with other members of the Property Services team to maintain the appearance, safety and functionality of the College grounds and facilities.
- Support grounds care tasks as required, including cleaning, outdoor upkeep and assisting with seasonal maintenance activities.

#### **5. Event & Operational Support**

- Assist with event setup, pack-down and logistical support for College activities.-down and logistical support for
- Provide support with deliveries, storage and minor operational tasks.
- Work with the Head Groundsperson to arrange contractors when required.

#### **6. Record Keeping & Reporting-Keeping & Reporting**

- Maintain accurate records of maintenance work, equipment servicing and chemical usage.
- Provide updates to supervisors regarding job progress, issues and identified maintenance needs.

#### **7. Teamwork & School Community Engagement**

- Work collaboratively within the Property Services team and contribute positively to the wider College environment.
- Demonstrate a willingness to be involved in College activities when required.
- Exercise discretion, initiative and the ability to work with minimal supervision.



## Selection Criteria

### Essential

- Experience in general and preventative building maintenance and repairs.
- Knowledge of machine and tool maintenance associated with property services.
- Ability to work with minimal supervision and exercise discretion
- Strong understanding of Work Health & Safety (WHS) requirements, including WorkSafe practices and codes.
- Valid C class driver's licence.
- Sound 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.
- Actively support and promote the objectives and ethos of Catholic Education and the Vision and Mission of the College.

### Desirable

- Current MR or HR driver's licence.
- High-level interpersonal skills
- Trade-based skills or training applicable to maintenance and property services.-based skills or training applicable to maintenance and property services.

### Personal Attributes

- Reliable and punctual.
- Strong communication and interpersonal skills.
- Proactive and able to show initiative.
- Committed to maintaining a safe and welcoming school environment.



## Tenure and Conditions

Responsibility	Position reports to the Finance Manager and Head Groundsperson.
Tenure	1.0 FTE, depending on the candidate, ongoing. Commencing as soon as possible
Remuneration	As per the industrial agreement <a href="#">Non Teaching Staff Enterprise Agreement 2014</a> & <a href="#">CEWA Salary Schedule</a>
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: <ul style="list-style-type: none"><li>• Private health insurance</li><li>• Payment of school fees</li><li>• Childcare costs</li><li>• Mortgage expenses or home rental</li><li>• Novated lease (vehicle)</li></ul>
Leave	Entitlements as per the industrial agreement.
Working Pattern	7.30am – 3.30pm, weekdays. There is a mandatory shutdown period for two weeks over the Christmas and New Year period.
Position Requirements	<ul style="list-style-type: none"><li>• Nationally Coordinated Criminal History Check (NCCHC) or willingness to obtain at the time of appointment.</li><li>• Have a current Working with Children Check (WWCC) or willingness to obtain at the time of appointment.</li><li>• Current First Aid Certificate (to be obtained if not held)</li><li>• On appointment completion of Mandatory Reporting Training.</li><li>• On appointment completion of Staff Code of Conduct Training.</li><li>• Have completed, working towards, or be willing to work towards, 'Accreditation to Work in a Catholic School.' Additional information can be found here: <a href="#">CEWA Limited Accreditation Framework</a></li></ul>
Extra-curricular & 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 Annual Commissioning Mass and Presentation Evening. These are examples of significant compulsory events for all staff.



## General Information for Applicants

### To apply for the role:

Applicants will need to produce an application package which includes:

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

Applications are to be received via email to [olmca.humanresources@cewa.edu.au](mailto:olmca.humanresources@cewa.edu.au) addressed to the Principal, Mr Vince Bellini, no later than 9.00 am, **Monday, 16 February 2026. Applications after this deadline will not be accepted.**

**The College reserves the right to close advertising early.**

### 1. Cover Letter

Write a cover letter addressing the selection criteria, clearly stating the teaching position being applied for. This should be a maximum of two pages. Letters need to 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 Vice Principal, Mrs Maree Maughan on 08 9720 3300.



## Timeline

Friday, 6 February	Position advertised
Monday, 16 February	Closing date for applications
Wednesday, 18 February	Shortlisting and interview invitations sent



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