

## OPERATIONAL SERVICES TEAM GROUNDS AND MAINTENANCE, LEVEL 1

### FULL TIME POSITION AVAILABLE

Applications close: Monday 10<sup>th</sup> June 2024, 4.30 p.m. (WST)

### ABOUT THE POSITION

HillSide Christian College is an evangelical, Christian school educating children from Kindy to Year 12. Please view the school website for general information: <http://www.hillside.wa.edu.au>

HillSide Christian College is seeking to appoint an individual with a strong work ethic, enthusiasm for learning and a commitment to serving others, to join the Operational Services (OPS) Grounds and Maintenance Team. A 12-month Fixed Term Contract is being offered.

In this position, the successful applicant will provide client-focused support to the College's Operational Services (OPS) Coordinator, in the development, maintenance and overall presentation of the College's grounds, gardens and building facilities. This person will provide a gardening and maintenance service that contributes to the College's positive atmosphere and learning environment, actively promoting a good first impression to the community.

The successful applicant will be a practicing evangelical Christian who is able to demonstrate and work within the College's Christian framework. All applicants wishing to apply should be able to demonstrate their personal faith in Jesus Christ as God and Saviour and be an active member of an evangelical Christian Church. Any appointment to the position will be dependent upon the successful applicant signing the College's Code of Conduct (including Statement of Faith) and the Employment Contract.

### APPLICATION INSTRUCTIONS – HOW TO APPLY FOR THE POSITION

Upload the following:

- a) Comprehensive CV.
- b) Covering letter in which you address the Selection Criteria in relation to the position.
- c) A brief outline of your Christian faith story and contribution to the life of the Church.
- d) Christian orientated written reference from your Church Pastor or Elder, or alternatively, include contact details for this person in your CV.

## POSITION DESCRIPTION

Job Title: Operational Services Team Grounds and Maintenance  
Reports to: Business Manager, Jim Tsokos  
Supervisor: Operational Services Coordinator, Peta Nicholls

Job Purpose: Provide client-focused support to the College's Operational Services (OPS) Coordinator, in the development, maintenance and overall presentation of the College's grounds, gardens and building facilities. Provide a gardening and maintenance service that contributes to the College's positive atmosphere, enhances the learning environment, and actively promotes a good first impression to the community. The successful candidate will be an ambassador for Christ, sharing the gospel with the school community through practical service and positive interpersonal skills.

### Key Responsibilities

Under the direction and guidance of the OPS Coordinator or Team Leader:

- Undertake maintenance of grounds, ovals, lawns and garden beds.
- Assist in the development of new areas
- Undertake routine pressure cleaning (paths, paving, playgrounds and gutters).
- Report any identified major maintenance or repairs that arise.
- Report any identified Occupational Health and Safety issues.
- Undertake basic building maintenance, including but not limited to: applying and repairing paint and plaster surfaces, repairs to locks, windows, doors, fixing hooks, changing light bulbs, cleaning gutters, beams and poles.
- Assist with repair requests, including basic plumbing and carpentry.
- Safe operation and basic maintenance of power tools and machinery, assist with maintaining service logs.
- Moving furniture and equipment.
- Assist with College Events (for example, set up and pack up).
- Perform general ad hoc cleaning tasks.
- Promote environmental sustainability through recycling.
- Other duties as required from time to time, as requested by the Principal or delegate.

### Selection Criteria

- Demonstrated interpersonal skills that build and maintain effective working relationships.
- Demonstrated ability to work collaboratively in a team and an ability to take directions and work independently when required.
- Demonstrated organisational skills to assist in achieving outcomes as directed.
- Demonstrated knowledge of the safe use of chemicals and safe storage requirements.
- Demonstrated ability in use and maintenance of power tools and machinery.
- Problem-solving skills that demonstrate the ability to readily refer to a line manager.

### Desirable Criteria

- Current First Aid Certificate.

## Eligibility

Prior to commencement, employees will need to meet the following essential compliance requirements:

- Hold or obtain a current Working with Children Check
- Hold or obtain a satisfactory National Police Clearance
- Hold a current Driver's Licence (minimum 'C' Class)
- Sign the College's Code of Conduct (including Faith Statement) and the Employment Contract
- Provide original Birth Certificate or Passport, or Visa Grant or VEVO document as relevant
- Provide copy of qualifications and certificates.

## Further Information

Interviews and referee checks will be integral to the selection of any candidate.

For further job-related information please contact Mrs Peta Nicholls (OPS Coordinator) through the College office on (08) 9453 2644 or email: [humanresources@hillside.wa.edu.au](mailto:humanresources@hillside.wa.edu.au).

Please note: The College reserves the right to fill the position at its discretion and timing, and to withdraw the position if required. The position will only be filled by the College when a suitably qualified applicant is secured. The College also reserves the right to make any necessary enquiries outside listed referees if required in the selection process.