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## Role Summary

**Position:** General Maintenance and Grounds Person

**Responsible to:** Property Manager

**Job Purpose:** The General Maintenance and Grounds Person is a role that provides support to the Property Manager with the daily running of the College. The General Maintenance and Grounds Person is a member of the Property Department of the College. It is the responsibility of all members of the Property Department to ensure that all areas of the College are well presented and well maintained. The overarching expectation is that all staff assist wherever and whenever required, as directed by the Property Manager.

## Responsibilities

### Major Responsibilities

1. Consistently model the College's Vision, Mission and Values and exhibit professionalism in all interactions with students, staff, and external parties.
2. The duties of the General Maintenance and Grounds Person are as follows but are not restricted to:
  - General building maintenance to the school and associated properties and grounds including but not limited to;
    - Door, door locks, closers
    - Window maintenance
    - Roof leaks
    - Cabinet/joiner repairs
    - Air conditioning maintenance
    - Painting and plastering
    - Changing lights
    - Basic plumbing repairs
    - Cleaning
    - General maintenance of gardens
  - Perform general maintenance and repairs for assigned equipment and facilities as directed by the Property Manager or their delegate
  - Liaise with and provide oversight of Contractors
  - Set up of classrooms, function areas or assemblies i.e. moving furniture
  - Any other duties as requested by the Property Manager or their delegate

## Selection Criteria

### Essential:

- Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community
- Teamwork – collaborative approach, shared responsibility, loyal, courteous and respectful
- "C" class driver's licence

- Ability to work in both a team or unsupervised environment
- Models good work ethic – self-motivated, shows initiative, committed, trustworthy and reliable
- Welfare, Health and Safety – actively compliant with all policies and procedures of the College
- Adaptive in responding to change and the challenges in a dynamic environment
- Flexibility and willingness to work some overtime from time to time
- Working with Children Card (WWCC) and a National Police Clearance.

**Desirable:**

- Trades background would be advantageous
- Currently qualified or willing to complete training for Electrical Test and Tagging
- Heavy Rigid class licence

## How to apply

To apply for an advertised employment position at Kennedy Baptist College, please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Police Clearance, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.