POSITION DESCRIPTION

Job Title	Groundsperson	**Position Type**	Permanent
Department	Corporate Team	**Direct Supervisor**	Property Manager/WHS Officer | Business Manager
Location	Onsite		

Position Summary

The Groundsperson will contribute to the operation and maintenance of quality grounds, facilities and buildings in the College.

To be proactive and consistent in their approach to Workplace Health and Safety matters.

Mandatory Requirement

This position requires you to hold a Paid Working with Children Check (Blue Card), in accordance with QLD legislative requirements. Your employment is conditional upon obtaining a Working with Children Check (Blue Card) through the Queensland Government's Department of Justice and Attorney-General.

Reporting Relationships

The Groundsperson is accountable to the Property Manager/WHS Officer, Business Manager and Headmaster.

Responsibilities

Responsibilities include, but are not limited to:

- Ensure safe work conditions.
- Report the progress of the grounds and maintenance program.
- Report emergency maintenance issues to the Property Manager/WHS Officer.
- Assist in the planning, management and repairs of buildings, fixtures, furniture, plant and equipment.
- Assist when required to setup events. Sporting events setup as directed and approved by the Business Manager.
- Assist with unlocking and lock up procedures
- Complete allocate tasks and undertake all other grounds duties when required and directed.

Contractors

- Assist in supervising grounds and maintenance contractors.
- Assist in maintaining the register of preferred contractors and suppliers in regard to grounds and maintenance in line with WHS requirements. Reference must be made to the register when organising contractors or suppliers for the College. Ensure register is kept up to date, including relevant blue cards/police checks.
- Plan and manage appropriate contractors on the College site.

Policies, procedures and guidelines

- Comply with College policies, procedures and guidelines.
- Contribute to the development of relevant policies, procedures and guidelines.

Professional development ethos

- Attend professional development and training required by the College, and actively seek opportunities to increase knowledge, experience and skills held.
- Where appropriate opportunities present, become involved in the life of the College, including attendance at college staff meetings, and involvement in College events.

These responsibilities may vary from time to time after negotiation with the Headmaster, Business Manager and/or Property Manager/WHS Officer.

Core competencies

Integrity:	• Demonstrates honest, ethical, and transparent behaviour in all actions and decisions. Acts in the best interests of the College, upholding its values and maintaining trust.
Initiative:	• Proactively takes on responsibilities and challenges, identifying opportunities to improve outcomes without needing direction.
Flexible Team Player:	• Works effectively across a variety of situations, individuals, and groups, applying a 'whatever it takes' attitude to support the broader team and College community.
Planning and Organisational Skills:	• Establishes and follows a clear course of action to achieve both short- and long-term goals in an efficient and structured manner.
Achievement Driven:	• Sets clear goals and works persistently to achieve them with enthusiasm, determination, and a commitment to continuous improvement.
Communication Skills:	• Communicates clearly, professionally, and confidently in both written and verbal forms with internal and external stakeholders.
Organisational Competencies:	• Community Orientation: Demonstrates a strong commitment to adding value to the student and family experience, always ensuring positive and supportive engagement.
	• Strives for high performance: Consistently seeks excellence in work output for self and others, setting high standards and striving for continuous improvement.
	• Teamwork and Co-operation: Works collaboratively with others, valuing diverse perspectives and contributing positively to team outcomes.
	• Flexibility: Adapts behaviour and approach to suit changing environments, responsibilities, or the needs of others.
	• Time Management: Effectively plans and prioritises tasks to manage time efficiently and meet deadlines.
	• Thoroughness: Pays attention to detail, ensuring accuracy and completeness in all work tasks and documentation.

Special Conditions

This position may be required to work outside of the normal time span but in line with the current Enterprise Agreement. Any overtime must be authorised.

Specific Requirements

- First Aid Certificate
- Current driver's licence

Working Relationships

Key Working Relationships:

- Headmaster
- Business Manager,
- Property Manager/WHS Officer
- Grounds & Maintenance Team,
- Teachers and other non-teaching personnel in the College.

Position Requirements

- Support and implement the College Mission Statement, policies and procedures, core values and commitment to Workplace Health & Safety.
- Maintain confidentiality and very high levels of professional responsibility.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Be able to work as part of a team.
- Assist and relieve in other positions from time to time.
- Practice and demonstrate good presentation as per the College Staff Dress Policy.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Undertake other reasonable and relevant duties within skills, knowledge, and capabilities and as directed by the Headmaster or delegate

Selection Criteria

Your application for this position should specifically address each of the selection criteria listed below. Shortlisting and selection will be based upon responses to these selection criteria.

SC1 Demonstrated knowledge of grounds maintenance and the ability to provide timely support to staff and contractors.

SC2 Proven reliability, professionalism, and ability to work effectively both independently and as part of a team.

SC3 Evidence of willingness to undertake specific training as necessary to your position.

SC4 A commitment to the aims, objectives, and ethos of Ormiston College.

How to apply

- Via Seek – submitting your resume and cover letter, which includes covering the selection criteria.
- Via Email – submit your application to humanresources@ormistoncollege.com.au. Please attach your resume and cover letter.

We extend our sincere thanks for your interest in joining the team at Ormiston College; however, only those selected for an interview will be contacted.
Applications will not be accepted after the closing date.
The College reserves the right to interview and appoint a suitable candidate prior to the closing date of this advertisement. We encourage interested applicants to submit their application as soon as possible.
A full Job Description can be viewed on our website – Independent School Teaching Job Opportunities - Ormiston College.

Other conditions of employment, including entitlements, are as per the Ormiston College Enterprise Agreement, a copy of which will be available upon request should your application progress to interview.

Further information about Ormiston College can be accessed at www.ormistoncollege.com.au.