

Maintenance / Handyperson / Groundsperson

We are seeking a highly motivated Maintenance Groundsperson with a “can do” attitude to join our small, but vital maintenance team.

The successful applicant will assist with maintaining the facilities and grounds and undertake general maintenance, fault finding and repair work utilising carpentry and handyman skills and basic hand and power tools at both our Wellard and Calista Campus.

This is a full time role with a negotiable commencement date.

Past Applicants need not apply.

Applications should consist of the following:

A cover letter and resume addressing your experience relative to the Duty Statement responsibilities (attached).

Our School Employment Application Form (as found on our website).

Copies of relevant qualifications

Proof of current Working With Children WA.

Proof of an Australian National Character Check.

The names and details of three referees.

(Referees will only be contacted should you be shortlisted for an interview.)

Applicants must be supportive of the objectives and ethos of an Anglican education.

PCACS is a child-safe School and an Equal Opportunity Employer.

Submission of application

by 3.00 pm

Thursday 2 April 2026

We reserve the right to close this role earlier.

**Applications are to be addressed to the Principal,
Ms Felicity House and submitted via Seek.**



GROUNDSPERSON

Peter Carnley Anglican Community School (PCACS) is a young and dynamic school, offering excellence in education for students from Pre Kindergarten to Year 12. We are committed to challenging and inspiring our students to be the best they can be, both for their journey through school and for life beyond our gates. Our specialised Early Learning Campus at Calista caters for Pre Kindergarten to Year 1 students, whilst our Wellard Campus caters for Year 2 to Year 12 students. PCACS is part of AngliSchools.

Our Mission

To challenge and inspire a community of purposeful learners who are engaged, caring, connected and aspirational.

Our Vision

Peter Carnley Anglican Community School is an aspirational and purposeful community of learners, growing and striving together. Through pursuit of personal best, we engage in meaningful learning experiences, think critically and creatively and actively seek knowledge and new skills. Proudly part of AngliSchools, we are a School where everyone is included, valued, respected and supported.

Our Values

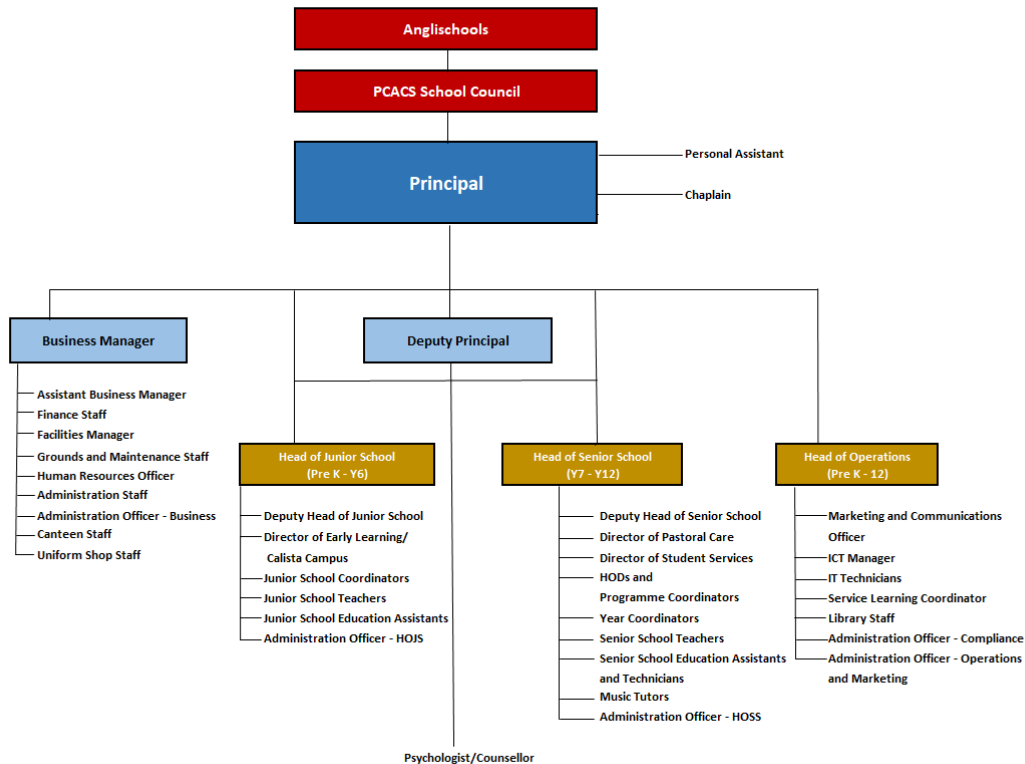
Spirituality	Exploring meaning and purpose in life through scripture, reason and tradition.
Excellence	Learning and growing with purpose, striving for personal best and encouraging others to do the same.
Respect	Acting with kindness, honesty and integrity.
Belonging	Nurturing positive relationships, welcoming everyone and celebrating difference.

It is expected that all staff of PCACS are familiar with, and act in accordance with the *Staff Code of Conduct* and the requirements outlined in the *Staff Handbook*.

Reporting Structure

Maintenance and grounds personnel report to the Principal via the Business Manager, with direct Line Management to the Facilities Manager.

Peter Carnley Anglican Community School Organisational Chart



Key Relationships: Principal, Business Manager, Facilities Manager, Staff, Students, Parents

Level / Award: In accordance with the prevailing Anglican Schools Commission Enterprise Bargaining Agreement

FTE: As per contractual agreements

**PCACS recognises that Duty Statements are dynamic documents.
They may be reviewed annually or as required.**

Vision for your role

This role plays a pivotal role in the presentation and maintenance of our School buildings and grounds.

This role has a level of autonomy, but must have demonstrated experience of working within a small team.

Maintenance personnel must have the proven skillset and trade experience to undertake a wide range of maintenance and grounds tasks.

Responsibilities

Duties related to the position include, but are not limited to the following:

Ensure buildings and grounds are maintained to the highest visual and operational standards.

Garden services including pruning, weeding, leaf and rubbish removal, hedging and mowing.

Identification of weeds, pests and diseases in plants.

Planting, feeding and fertilisation of plants and trees. Assist with minor landscape upgrades.

Ensure the proper and safe use and storage of all materials, consumables, and equipment.

Apply fungicides, herbicides and insecticides as required.

Respond to urgent grounds related issues in a timely manner.

Operating, maintaining, and adjusting small engine machinery as appropriate.

Assist with the relocation and delivery of resources, equipment, office and classroom furniture.

Provide support for Event Management and School activities such as set up and pack down.

Undertake general maintenance, fault finding and repair work utilising carpentry and handyman skills and basic hand and power tools. e.g. carpentry, repairs and installs, painting and patching.

Other tasks including emptying rubbish bins, reticulation repairs and adjustments, minor handyman duties, setting up for carnivals and carpark traffic duties.

Staff Expectations

Act as a member of a team, developing and supporting the philosophy and ethos of the team. Develop and exhibit collaborative working skills by sharing ideas, resources and expertise.

Strive to implement productivity, quality and service improvements on a continual basis.

Serve as a good ambassador of the School and take an active part in the general life of the School.

Attend school events and meetings as required, including attendance at Staff Eucharists.

Volunteer to participate as a member of one of the School's committees. (e.g. IT, WHS.)



Undertake and apply Work Health and Safety requirements in the workplace.

Other duties as required by your line manager, Business Manager or Principal.