



KINGSWAY
CHRISTIAN COLLEGE

**POSITION DESCRIPTION
MAINTENANCE/GROUNDS OFFICER
(FIXED TERM CONTRACT)**

Created	October 2006	Authorised: Principal
Reviewed:	2008	Authorised: Executive Business Manager
Reviewed:	2011	Authorised: Executive Business Manager
Reviewed:	2013	Authorised: Executive Business Manager
Reviewed:	March 2022	Authorised: Director of Corporate Services
Reviewed:	May 2025	Authorised: Director of Corporate Services



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Section 1. School Identification

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is fully committed to the protection of children, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. The Kingsway campus is free of alcohol, illegal drugs and tobacco.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Position Title

Maintenance/Grounds Officer

Section/Department/Learning Area

Property and Services

Tenure and Workload

Full-time fixed term appointment commencing 21 July 2025 to 5 June 2026. Working hours: 7.00am to 3.30pm with 30 minute (unpaid) lunch break, Monday to Friday

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Dean of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The Director of Corporate Services has overall responsibility for the Property & Services section of the College. The Property and Services section consists of two Maintenance Officers and one Groundsperson, with the Property and Services Manager providing line management.

Role of the Maintenance Officer

Under the direction and supervision of the Property & Services Manager, the Maintenance/Grounds Officer is required to carry out routine and preventative maintenance of buildings, grounds and equipment in order to help provide a clean, safe and tidy environment for the College community.

The position of Maintenance/Grounds Officer is physically demanding. The Maintenance Officer/Grounds must be able to undertake daily physical work requiring bending and lifting of heavy goods and equipment, use and operation of tools, equipment and machinery (electrical and manual), and must be able to legally operate a motor vehicle.

The physical demands are representative of the position, and are essential in order to successfully perform the requirements of the job. A pre-employment medical assessment may be required prior to an offer of employment.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community
- Modelling Christian behaviour, practices and beliefs
- Building cooperative and supportive relationships with staff, students and parents
- Striving for excellence in performance and participation
- Always acting in the best interests of the College, the Association and its ethos

Specific Duties

Specific duties include, but are not limited to, the following:

Maintenance

- Carry out of maintenance tasks as required including but not limited to, basic building works, basic plumbing, fixing, furniture relocation
- Maintain in good order the machinery and equipment used for maintenance tasks
- Assist with the maintenance of the College vehicles, including bus, club cars and trailers
- Liaise with external tradesman and contractors carrying out programmed maintenance works
- Collection and disposal of College rubbish
- Maintain a high standard of housekeeping, ensuring that all tools and equipment, and workspaces are kept clean and organised.

College Grounds

- Develop, maintain and care for the school grounds including:
 - Maintenance and care of lawns, turf, sporting ovals and greens
 - Preparation of ovals for sporting events and carnivals including line marking
 - Choice and purchase of appropriate shrubs and plants for the upkeep of garden beds
 - Management and safe distribution of organic and chemical pesticide sprays and fertilisers
 - Development of projects necessary to fulfil the requirements of the position.
- Safely operate and maintain machinery and other plant, as required, having considered risk to self and others.
- Routinely manage, maintain and/or repair reticulation and irrigation systems.

- Liaise with, and monitor, external contractors to ensure contractual expectations are delivered to a satisfactory standard.

Workplace Health and Safety

- Ensure buildings and grounds meet required safety standards
- Maintain a clean, tidy and a litter-free College building and grounds environment.
- Assist in traffic control to maintain a safe school and work environment

Other Duties

- Assist the Property and Services Manager with building project planning, development and supervision as required
- Undertake other associated duties as requested by the Property and Services Manager including but not limited to labouring duties, set up and pull down of events equipment, furniture re-location.

Section 7. Selection Criteria

Pre-requisites

1. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
2. Working With Children Check clearance
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.
7. Hold a valid Western Australian 'C' Class driver's licence and be willing to upgrade if necessary to an HR Licence.

Essential

1. Maintenance skills, knowledge and experience that enables the completion of minor maintenance projects.
2. Ability to carry out physical tasks of the position including bending and heavy lifting of goods, tools and equipment, and furniture.
3. Comfortable working in a variety of conditions (e.g., indoors, outdoors or at heights)
4. Knowledge of reticulation systems including installation, operation, maintenance and repair.
5. Ability to operate and maintain gardening and maintenance machinery and equipment in accordance with Work Health and Safety (WHS) expectations and guidelines.
6. Basic computer literacy skills to access College maintenance database system.
7. Good verbal interpersonal skills, with ability to relate to all levels of the College community, including management, teaching staff, students and parents.
8. Good written communications skills with ability to utilise basic computer skills for tracking tasks.
9. Ability to be self-starting, demonstrate initiative and problem solving skills within the scope of the position.
10. Demonstrate ability to work and contribute to a positive team environment.

11. Ability to prioritise and take responsibility for all tasks undertaken with equal commitment, regardless of size and complexity.
12. Ability to operate and maintain all gardening and maintenance machinery and equipment, in accordance with WHS expectations and guidelines.
13. Knowledge and awareness of WHS procedures and issues.

Desirable

1. Qualifications and experience in a building trade
2. Previous experience working in a school environment

Section 8. Application Process

Please forward your application to HR@kcc.wa.edu.au

Applications must include the following:

- Admin & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au

Applications Close: 12 noon, Thursday 19 June 2025

Peter Burton
Principal
June 2025