



KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION GROUNDSPERSON

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 located in Darch, with more than 1460 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 committed to providing students with a safe and friendly learning environment, 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. Kingsway is an alcohol, illegal drug and tobacco free campus.

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

Title

Groundsperson

Section/Department/Learning Area

Property & Services

Tenure & Workload

Commencing as soon as possible. Permanent full-time (1.0FTE) position, subject to the satisfactory completion, by the appointee, of a three (3) month probationary period, to a standard acceptable to the College.

Monday to Friday 7.00am to 3.30pm (80 hours per fortnight), 48 weeks per year, and at other times in order to meet the requirements of the position, e.g. College Open Night event.

Section 4. Remuneration Terms and Conditions

KCEA EA and Non-teaching Staff EBA 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of the Director of Corporate Services, Dean of Primary, Dean of Secondary,

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 grounds person, with the Property and Services Manager providing line management.

The Groundsperson position reports to the Property and Services Manager.

Section 6. General Information

The successful applicant will be a committed Christian who is able to actively contribute to the Christian ethos of the College. A current reference from the applicant's Pastor or Minister, together with the names and addresses of three referees, must accompany the application.

The successful applicant will display a strong work ethic, be able to achieve high safety standards, with training and/or experience which demonstrates their ability to competently organise and maintain the Campus grounds, under the general direction of the Property and Services Manager.

Section 7. Duties and Responsibilities

Overview

The **Groundsperson** is employed by the Kingsway Christian Education Association Inc. and required to work under the direction and supervision of the Property and Services Manager.

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

Role

The role of the Groundsperson, working under the general direction of the Property and Services Manager, is to support the operational requirements of the College by being responsible for all aspects of the development, maintenance and presentation of grounds, sporting fields, turfs, sporting amenities, and gardens, for use by the College community, including visitors, parents, students and staff, and to actively promote a good first impression of the College to the general public. Inherent in this position is the ability to do bending and heavy lifting of goods, safely handle organic and chemical pesticides and sprays, undertake maintenance of machinery and equipment, and legally operate a motor vehicle. These are regular routine tasks essential to the efficient and effective management of the Groundsperson role. The Groundsperson is expected to conduct the work in a safe manner.

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

Specific Duties

Your specific duties include, but are not limited to, the following:

Grounds

- Develop, in consultation with the Property and Services Manager, an Annual Plan for grounds maintenance and project development.

- Develop, maintain and care for the schools grounds including:
 - Maintenance and care of lawns, turf, sporting ovals and landscaped spaces to a high standard.
 - Carry out planting, pruning, fertilising, mulching, weed and insect control.
 - Maintain trees, hedges, turf, and garden beds, including replacement planting.
 - Monitor, maintain and repair irrigation systems, ensuring efficient water use.
 - Maintain cleanliness of grounds, including waste removal and use of cleaning equipment.
 - Preparation of ovals for sporting events and carnivals including line marking
 - Assist with the development and improvement of landscaped areas in line with the College masterplan.
 - Choice and purchase of appropriate shrubs and plants for the upkeep of garden beds
 - 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.
- Plan the College Busy Bee program and supervise participants from the College community, including volunteer parents and students.
- Liaise with, and monitor, external contractors to ensure contractual expectations are delivered to a satisfactory standard.

Maintenance

- Assist with maintenance tasks as required by the Property and Services Manager.
- Drive buses to and from service appointments, and re-fuel as required.
- Perform general maintenance tasks including minor repairs, painting, paving, and upkeep of fixtures and structures.
- Assist with refurbishment projects and facility improvements.
- Install, maintain and repair equipment as directed.
- Respond to and resolve maintenance requests (e.g. via P&S ticket system).
- Identify and report maintenance issues and hazards promptly.
- Assist contractors and tradespeople onsite when required.

Events and Operational Support

- Assist with the setup and pack-down of College events, assemblies, and functions.
- Prepare facilities, furniture, and equipment for school activities and functions.
- Assist with movement of furniture and resources across the College.
- Support large College events including Graduation and Awards evenings.

Workplace Health and Safety

- Maintain a clean, tidy and a litter-free College building and grounds environment.
- Maintain safe storage, handling, and use of chemicals in line with regulations.
- Monitor grounds and facilities for safety risks and implement corrective actions.
- Monitor, inspect, and maintain outdoor play areas and equipment to ensure they remain safe, clean, and fit for use.
- Maintain tools and equipment in safe working order and arrange servicing when required.
- Ensure work is carried out in a safe manner having due regard for the health and safety of yourself, your fellow workers and all other users of the College grounds.
- Provision of first aid services when required.

Other Duties

- Any other associated duties as required by the Property and Services Manager.

Section 8. Selection Criteria

Pre-requisites

1. Relevant horticultural, gardening, or maintenance experience (formal qualifications desirable).
2. Provide a WA Department of Education criminal history clearance no more than three (3) months old.
3. Hold a valid Western Australian 'C' Class driver's licence and be willing to upgrade to an HR Licence.
4. Hold a valid or be willing to apply for a Working with Children Check card.
5. Be legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
6. First Aid training or willingness to obtain.
7. Basic computer skills (e.g. Outlook, Word, Excel).

Essential criteria

1. Have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of the Christian faith.
2. Demonstrated initiative and ability to work independently.
3. Team-oriented with a positive and flexible approach.
4. High level interpersonal skills including an ability to relate to all levels of the College community, including management, staff, students and visitors.
5. Strong organisational and time management skills.
6. Ability to operate and maintain gardening and maintenance machinery and equipment in accordance with WHS expectations and guidelines.
7. Maintenance skills and experience that would enable the completion of minor maintenance projects.
8. Knowledge and awareness of WHS procedures and issues relative to this position description, and the workplace in general.

Desirable criteria

1. Hold a current Agricultural Chemical User Permit (ACUP) and has experience in the safe application of herbicides and pesticides for weed and pest control.
2. Hold a current Western Australian driver's licence with a Medium Rigid (MR) class endorsement or higher.

Section 9. Application

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 is available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au

Peter Burton
Principal
September 2026