



Duty Statement

Position title:	Grounds Person
Effective date:	October 2025
Position status:	Full time (1.0FTE)
Days of work:	Monday to Friday
Hours of work:	Range from 6.30am – 4.30pm (on a rotational roster)
Award: Agreement:	Educational Services (Schools) General Staff Award 2020 Lake Joondalup Baptist College Inc. Operational School Staff Agreement
Reports to:	Maintenance and Building Manager through to the Head of Business and Operations

About the Position

The Grounds Person is responsible for supporting the upkeep of facilities through general maintenance and minor refurbishment tasks. In this role, you will be instrumental in ensuring that the school grounds are safe, clean, and well-presented, while also assisting with small-scale building improvements and repairs. The successful candidate will have a practical skillset, a strong work ethic, and the ability to work both independently and as part of a team to support the smooth operation of the school environment.

In this role you will:

- Carry out routine groundskeeping tasks to ensure outdoor areas are safe, tidy, and well-maintained.
- Perform general maintenance duties across the school campus, including minor repairs to buildings, fixtures, and equipment.
- Assist with small refurbishment projects such as painting, basic carpentry, and furniture repairs.
- Support the setup and pack-down of school events when required.
- Conduct regular inspections to identify maintenance needs and report issues promptly.
- Operate and maintain tools and equipment safely and efficiently.
- Work collaboratively with the Building and Maintenance Manager and other staff to ensure the smooth operation of school facilities.

Duties and Responsibilities:

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

1. Groundskeeping duties

- Ensuring the upkeep of the grounds and gardens to a high standard.
- Maintaining all WHS requirements for facilities activities onsite, including overseeing compliance by service providers.

- Work effectively as part of a team, providing mutual support, sharing expertise and managing the development, collection and maintenance of equipment / tools / resources.
- Keeping school grounds clean and tidy, including collecting and removing rubbish/debris, emptying ground bins for general rubbish and internal recycling bins, the use of a leaf blower and high-pressure water cleaner.
- Identifying and reporting to the Building and Maintenance Manager any maintenance concerns relating to the gardens and grounds.
- Undertake equipment maintenance and upkeep of all garden equipment, grounds and plant, related services and arrange services with external suppliers when required.
- Monitor and report on any workplace safety issues and help to make areas safe until repairs can be done.
- Work with the Building and Maintenance Manager to develop and maintain working relationships with vendors, negotiate pricing, collaborating work from an approved list of suppliers.
- Ensure scheduled maintenance occurs at times suitable to the College operations.
- Comply with Work Health and Safety Standards, in particular wearing correct safety clothes and using appropriate safety equipment.
- Comply with Work Health and Safety Standards, in particular with respect to safe storage of chemicals, ensuring MSDS for all chemicals used are available and easily accessible to employees and that chemicals are clearly labelled and stored in accordance with safety regulations.

2. Property and facilities maintenance

- Assist with the maintenance of College grounds and buildings to reflect the image of the College. This includes painting, minor repairs, brick paving and general maintenance.
- Assisting with minor refurbishment projects including classroom upgrades and facility improvements
- Responding to maintenance requests in a timely and professional manner.
- Assisting contractors and tradespeople on-site when required.
- Install, repair and maintain College equipment as directed.
- Assist College gardener as directed in gardening or landscaping projects.

3. General duties

- Undertake, on a rostered basis, the opening and closing of the College.
- Assist, when required, with the set-up up for college events within the specified time frames.
- Assist with the movement of furniture and equipment around the College.
- General duties that ensure the facilities are ready for staff and students for classes, events and functions.
- Resolve 'Tracker' requests as directed.

4. Other duties

- Attend and undertake duties related to the annual Graduation and Awards evenings.
- Attend and undertake duties related to other College functions as requested by the Head of Business and Operations.
- Actively engage in staff meetings and training.
- Work co-operatively with other members of the College staff including assisting other areas in times of high demand.

- Support Lake Joondalup Baptist College initiatives that assist the mission of the College.
- Other duties consistent with the position and/or as directed by the Building and Maintenance Manager and the Head of Business and Operations.

Professional Review

The Duty Statement description as outlined above is intended as a framework for professional review.

Qualities and Skills

1. Excellent and friendly inter-personal skills.
2. The ability to work with limited supervision in a collaborative way in small team environment.
3. A wide range of practical skills including a demonstrated ability to carry out gardening and grounds maintenance tasks.
4. A strong understanding of safety issues relating to grounds and gardens as well as the use of maintenance equipment, including chemicals.

Qualifications / Requirements

1. Relevant trade or maintenance experience (formal qualifications desirable but not essential)
2. Working with Children Check (mandatory) or proof of application prior to commencement.
3. Nationally Coordinated Criminal History Check through Department of Education Western Australia less than six months old (mandatory) or proof of application prior to commencement.
4. Current Driver's License.
5. Right to work in Australia.
6. Proof of Covid-19 vaccination.
7. Experience using Microsoft Office (Outlook, Word and Excel) or ability to complete training.
8. First Aid training or ability to complete training.

Essential Selection Criteria

1. Demonstrate initiative, be flexible and have excellent interpersonal skills.
2. An alignment with the College's ethos and values; acting with transparency, integrity and maintaining clear professional boundaries.
3. An ability to work independently and with initiative.
4. Strong communication skills to be able to understand and address maintenance needs.
5. Have a high level of organisational skills.
6. Ability to work under pressure and meet deadlines.
7. A 'can-do' type attitude and willingness to problem solve.
8. Be self-motivated and a team player.
9. A committed Christian and an active member of a church.

Commencement date: October 2025

Paul Sonneman-Smith
College Principal

September 2025

How to apply and additional information

Please visit the Employment Section on the College website:

<https://www.ljbc.wa.edu.au/Employment.php> and read the 'Application Information' section.

Applications must be submitted with a completed Employment Application Form, which can be downloaded on the Employment page.

Please ensure that you have included the following documentation in your application as outlined below:

1. A completed Employment Application Form
2. Covering letter which includes written responses to the Essential Selection Criteria in the Job Description.
3. Resume which includes contact details of two professional referees.
4. Nationally Coordinated Criminal History Check through Department of Education (Western Australia) less than six months old, or undertaking to apply prior to commencement.
5. Working with Children Check, or undertaking to apply prior to commencement.
6. A written reference from your Church Pastor/Minister.

Please submit your application by email and in **PDF Format** to: HR@ljbc.wa.edu.au

Applicants will receive a return email confirming that their application has been received by the College. If you have not received this email within two days of sending your application, please contact the Human Resources Officer on 9300 7444.

Please note that only applicants who are shortlisted for interview will be contacted.

Closing date for applications: 4.00pm, Monday 13 October 2025.