



ROLE DESCRIPTION

Grounds Maintenance Assistant

Position Title	Ground Maintenance Assistant
Reports To	Chief Operating Officer via the Facilities Coordinator
Direct Reports	Nil
Position Level	Grounds Maintenance
Hours	Full Time 6.53am – 3.00pm, or as negotiated

PURPOSE OF THE ROLE

The Grounds Maintenance Assistant is responsible to the Facilities Coordinator and is a member of the Maintenance Team within the College's Support Staff group.

As a member of the Maintenance Team, the Grounds Maintenance Assistant is responsible for contributing to the provision of a safe working and learning environment and helping to ensure that the school's property and grounds are maintained to a high standard. The role is actively involved in re-active and pro-active maintenance of Daramalan's buildings, facilities and systems and the ongoing maintenance of gardens and grounds ensuring that the grounds, gardens, and outdoor facilities are maintained to a high standard, providing a safe, clean, and welcoming environment for students, staff, and visitors. The Grounds Maintenance Assistant oversees the day-to-day upkeep of all external areas, coordinates routine and seasonal maintenance, and supports the smooth operation of College activities and events. By managing a range of groundskeeping and maintenance tasks, the Grounds Maintenance Assistant contributes to the overall presentation, safety, and functionality of the College, while working collaboratively with other staff to meet the evolving needs of the school community.

MAIN DUTIES

- Conduct daily litter collection and ensure all College grounds remain tidy and presentable.
- Waste management. Empty and manage inside and outside general waste and recycling bins to maintain cleanliness and support sustainability.
- Clean and maintain quads and common areas, including regular use of leaf blowers and other equipment.
- Perform routine grounds maintenance across all College sites, including the Tennis Club and Rowing Shed, such as weeding, seasonal spraying, pruning, irrigation inspection and testing, lawn mowing, mulching, fertilising, pest control, watering, mowing, whip-snipping, and general gardening.
- Regularly check, clean, and maintain College vehicles to ensure they are safe and ready for use.
- Undertake de-cobwebbing and gutter cleaning to maintain building exteriors and prevent hazards.
- Distribute cleaning supplies to support the work of the College cleaning team.
- Assist with the setup and pack-down of College functions and events as required including the movement of furniture and equipment.

- Work Health and Safety; proactively identify, report, and address potential Workplace Health and Safety (WHS) hazards in all areas of the College grounds and facilities, contributing to a safe environment for students, staff, and visitors.
- Unlock and secure College buildings and facilities, including the use of security systems and protocols to ensure the integrity of the premises.
- Perform routine cleaning and sterilisation of outdoor furniture and seating areas, including pressure washing and facade cleaning, to maintain hygiene and appearance.
- Support other maintenance tasks such as minor building repairs and collaborate with maintenance staff to ensure the smooth operation of College facilities.
- Perform other duties as directed by the Facilities Coordinator to support the effective functioning of the College.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA

Specific requirements for this role include:

1. A willingness to support the Missionaries of the Sacred Heart (MSC) ethos and values.
2. Demonstrated ability to undertake grounds and general maintenance tasks, including gardening, cleaning, and basic repairs, with a commitment to maintaining high standards of presentation and safety.
3. Ability to operate safely a range of maintenance equipment and chemicals
4. Ability to work proactively to identify and report potential Workplace Health and Safety (WHS) hazards, contributing to a safe environment for all members of the College community.
5. Capacity to manage multiple tasks, adapt to changing priorities, and work effectively both independently and as part of a team.
6. Strong personal organisation skills, including reliability, punctuality, and the ability to meet deadlines.
7. Good interpersonal and communication skills, with the ability to work collaboratively with staff, students, and visitors in a courteous and professional manner.
8. Ability to meet the inherent physical requirements of the role, including manual handling, outdoor work in varying weather conditions, and the safe operation of grounds maintenance equipment.
9. First Aid qualifications, or a willingness to obtain.
10. A current and valid Working with Vulnerable People (WWVP) registration
11. A current and valid full manual driver's licence, with the ability and confidence to safely operate manual transmission vehicles as required by the role.

Daramalan College has zero tolerance for child abuse, neglect and other harm and we are committed to providing and maintaining a child safe culture within all aspects of our community. All candidates are subject to legislative and College screening processes and successful candidates must comply with School policies and relevant legislation relating to child protection.

September 2025