**TITLE:** Wyndham Christian College Grounds Coordinator

**REPORTS TO:** Head of Campus

**REVIEWER:** Executive Principal & Head of Campus

## BACKGROUND

Wyndham Christian College (WCC) is a campus of Heatherton Christian College (HCC). It opened in 2019 with five Prep-Year 4 classes and 100 students. In 2020, the College added Year 5 and grew to 200 students. In 2021, the College introduced Year 6 and grew to 291 students. The College will continue to add one-year level at a time. In 2022 we commence Year 7 marking the beginning of Secondary schooling at Wyndham Christian College. The vision of the College is to build a P-12 Christian college of 1450 students on the 30-acre site with a Primary and Secondary structure.

## POSITION PURPOSE OF GROUNDS COORDINATOR ROLE

The Grounds Coordinator is primarily responsible for ensuring all grounds, lawns, gardens and hardscapes owned by Wyndham Christian College are maintained to the highest standards. In addition, the Grounds Coordinator will be required to assist with other maintenance duties as required by the Head of Campus.

The day-to-day tasks are quite varied and too numerous to be numbered.

This role requires initiative, flexibility, a “can do” attitude, strong communication skills and the ability to work effectively with minimum supervision.

## SKILLS, EXPERIENCE AND/OR QUALIFICATIONS

* A capacity for self-motivation, to work effectively as a team member and to contribute to the organisational development of the College.
* Strong organisational skills with demonstrated ability to prioritise competing tasks, meet deadlines and work under pressure.
* Experience in use of a variety of power tools and mowers.
* Our preference is for the applicant to have their own vehicle, such as a ute, which could occasionally be used for this role. An extra allowance will be paid for the use of the vehicle.

## EXPECTATIONS AND KEY RESPONSIBILITIES

* To maintain the College buildings and grounds in an efficient and effective manner.
* To support the Head of Campus with other duties when requested including shifting of furniture, setting up for special events, transporting items, preparing BBQ.
* To attend to maintenance tasks required to ensure buildings and facilities are in working order, including:
* repairing breakages and damage (plaster, windows, doors etc.)
* maintenance and repairs of equipment and furniture
* repairing outdoor furniture
* servicing equipment such as heaters, lights
* Ensure that OHS guidelines and procedures are adhered to with grounds and maintenance.

## GROUNDS

* Develop an Annual Plan for grounds maintenance and project development.
* Develop, maintain and care for the College grounds as per the ground quality standards document including but not limited to:
* Maintenance and care of lawns, sporting ovals and greens
* Care and maintenance of all hardscapes across the campus
* Sweep paths and regularly clean gutters and downpipes
* Preparation of ovals for sporting events and carnivals including line marking
* Maintain trees and plants and weed existing garden beds
* Choice and purchase of appropriate shrubs and plants for the upkeep of and establishment of new garden beds to beautify the property
* 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 as required, having considered risk to self and others.
* Routinely manage, maintain and/or repair reticulation and irrigation systems.
* Seek quotes, liaise with and monitor external contractors to ensure contractual expectations are delivered to a satisfactory standard.

## STAFF MANAGEMENT AND SUPERVISION

* Utilise a daily diary as part of the College grounds management plan to schedule grounds works in consultation with the Head of Campus.
* Oversee the scheduling of proactive and reactive grounds maintenance and supervise the quality of work completed by contractors and other team members.

## EQUIPMENT

* Repair, maintenance and care of grounds equipment.
* Maintain a register of all grounds assets/equipment and ensure routine maintenance as per the manufacturer’s handbook is recorded.

## BUILDINGS

* Assist with facilities maintenance as required.
* Assist with construction and modifications as required.
* Maintain grounds structures as required.

## WORK HEALTH AND SAFETY

* Ensure compliance with Workplace Health and Safety legislated requirements within the workplace and throughout the College.
* Comply with the responsibilities of this position as detailed in the Work Health and Safety policy and procedures relating to this position.
* Work in a safe manner to eliminate any risk to self, other staff, students and visitors to the College.
* Use safely equipment and personal protective equipment provided.
* Maintain a safe work area at all times.
* Practice safe lifting practices, asking for assistance when necessary.
* Report all accidents, incidents, near misses and hazardous situations or conditions arising in the course of work using the College’s reporting mechanisms for these matters.
* Maintain a neat and tidy workspace, ensure the shed is well organised.

## OTHER DUTIES

* Assist with room set-ups and set downs, office/classroom relocations and movement of furniture as and when required.
* Assist with the setting up and dismantling of furniture and equipment for special events.
* Move/deliver parcels as required.
* Clean up spills.
* Assist teachers with relevant tasks as required.
* Participate in training as negotiated and directed by the Head of Campus.
* Organising the supply of materials for specific projects.
* Assist with traffic control and parking as required.
* Any other duties as required, instructed by the Head of Campus.

## HOURS OF WORK

Normal working hours range between 7am to 4pm Monday to Friday (38 hours per week). However, this may vary from time to time to suit College requirements (flexible working hours required.) Four Saturday Working Bees per year are required.

**APPLICATIONS**

To be considered for this position please include the following with your application:

* A resume
* A pastoral reference from the church that you attend

The applicant must subscribe wholeheartedly to the Wyndham Christian College Statement of Faith, be active Christians and regularly attend church.

Applications must be emailed to the Executive Principal and the Head of Campus:

Executive Principal [peter.cliffe@hcc.vic.edu.au](mailto:peter.cliffe@hcc.vic.edu.au)

Acting Head of Campus [victoria.smith@wyndhamcc.vic.edu.au](mailto:victoria.smith@wyndhamcc.vic.edu.au)

Head of Campus PA [rebecca.dadhwal@wyndhamcc.vic.edu.au](mailto:rebecca.dadhwal@wyndhamcc.vic.edu.au)

**Applications are due:** Monday 25 October by 4:00pm.