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118 - 124 Wolseley Road Oakville NSW 2765
PO Box 4063 Pitt Town NSW 2756
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Position Description – Senior Grounds and Maintenance Coordinator

COLLEGE OVERVIEW

The aim of Arndell Anglican College is to be the school of choice in the Hawkesbury. The College is an Anglican Schools Corporation school catering for students Prep to Year 12.

Our mission is to offer innovative, high-quality education and to communicate the Gospel of Jesus Christ to students, staff, parents, and the wider community. The inclusive learning environment promotes optimism, respect, and ownership within and for our culture.

The core values of the College revolve around a vision that we need to provide a place where every child matters and that we challenge our future leaders of tomorrow. We accomplish this through high quality teaching, encouragement of spiritual awareness placing Jesus as central to all we do, positive expectations in respect to academic excellence and behaviour, a safe and caring environment and a strong welfare system that communicates with parents and students.

POSITION INTENT

The Grounds and Maintenance team undertake the upkeep of College facilities, buildings, grounds, buses and Agriculture Farm. The Senior Grounds and Maintenance Coordinator reports to the Facilities and WHS Manager, and has a key role in ensuring the assigned duties are executed to a high standard to add value to the academic, pastoral and spiritual life of the College. The Senior Grounds and Maintenance Coordinator may also be required to participate in the wider life of the College, which may include attending sporting and other events.

The Senior Grounds and Maintenance Coordinator supports the Facilities and WHS Manager in coordinating and implementing the day-to-day tasks to be completed by the Grounds and Maintenance Team Members. The role is also expected to undertake duties assigned to them and the broader team to support the operational requirements of the College and promote and maintain a good impression of the College to the community and public. This includes all aspects of the development, maintenance and presentation of facilities, buildings, grounds, sporting fields, lawns, gardens, and the Agriculture Farm.

Whilst the Senior Grounds and Maintenance Coordinator may be assigned specific areas of responsibility they may also be required to assist in other areas.

KEY RELATIONSHIPS

To support the strategic and operational objectives of the College it is expected that the Senior Grounds and Maintenance Coordinator will develop and nurture positive and collaborative relationships with all staff, students, parents, and suppliers.

To deliver on their role responsibilities the Senior Grounds and Maintenance Coordinator will report to the Facilities and WHS Manager and work with the:

- Director of Business Services;
- Deputy Headmaster;
- Grounds & Maintenance team members;
- Agriculture Coordinator;
- Facilities contractors;
- Building Works Project Teams; and
- Event Organisers.

POSITION RESPONSIBILITIES

Coordinator's Responsibilities

- Assist the Facilities and WHS Manager by coordinating and implementing the Grounds and Maintenance Team day-to-day task planning and implementation list.
- Assist the Facilities and WHS Manager with the coordination of Grounds and Maintenance team briefings, respond to Grounds and Maintenance team questions, and ensure the team completes tasks on schedule and on brief.
- Support the Facilities and WHS Manager with planning of future grounds and maintenance initiatives and requirements.
- Maintain accurate, up-to-date compliance registers, inspection logs, and technical manuals, ensuring all work, equipment and the maintenance shed adheres to relevant compliance and safety standards

General Responsibilities of all Grounds and Maintenance Team Members

- Open the College each morning, disarm buildings and unlock student bathrooms.
- Blow down pathways and internal roads, disposing of rubbish.
- External and recycle bin emptying, replacement, and cleaning.
- Event setups and pack downs (e.g. chairs, tables, relocatable stage, bunting, cones, BBQ's etc.) as per event organisers requirements.
- Line marking of sports ovals.
- External surfaces maintenance and cleaning include high pressure, repairs (minor), and algae / moss control.
- Gutters, roofs, and paths maintenance and cleaning including high pressure, repairs (minor), and algae / moss control.
- Cleaning up after accidents (e.g. vomit, bathroom accidents / incidents).
- Small painting projects.
- Minor fencing installation / repairs including electric fences.
- Minor concreting / surface repairs.
- Maintain outdoor seating and bag hooks.
- Ensure hazardous substances are stored correctly and usage record kept.
- Removal of graffiti or other non-approved posters / materials.
- Maintenance equipment repair / good order.
- Maintain accessibility equipment and markings (e.g. tactiles / visual definitions, lifts etc.).
- Pest management (within WHS parameters) includes cleaning webs off surveillance cameras, replacing vermin baits, etc.
- Animal rescue / relocation.
- Rubbish removal.
- Execute preventative maintenance schedules and, where required, liaise with contractors.
- Deliver parcels around the College.
- Collect and deliver mail to / from the post office.
- Monitor College facilities – raising concerns to the Facilities and WHS Manager.
- Address assigned 'report a hazard' or other safety concerns.
- Ensure the College's Child Safe Program is upheld.
- Assist other members of the Grounds and Maintenance team with any of their duties as required, providing cover when they are on leave.
- Any other duties as requested by the Facilities and WHS Manager, Director of Business Services or the Headmaster.

Each Grounds and Maintenance Team Member is expected to undertake the General Responsibilities plus one or more of the following specialisations / focus areas:

Grounds

- Lawns, ovals and paddock maintenance – mowing, whipper snipping, irrigating, fertilizing, weed management, disease / pest management, removal, repair and installation.
- Gardens maintenance – irrigating, fertilizing, weed management, disease / pest management, removal, repair and installation. May assist with the same for student garden beds.
- Trees / shrubs / hedges maintenance – trimming, hedging, irrigating, fertilizing, weed management, disease / pest management, removal, repair and installation.
- Irrigation system maintenance – repairs and installation (not requiring a qualified tradesperson).
- Site wide weed control management including water areas (dams).
- Stores maintenance (e.g. fertilisers, pesticides, herbicides, tools etc.).

Buses

- Manage College mini-buses – refueling, cleaning, taking for repairs and registration inspections.
- Drive College mini buses (as required).

Facilities / Buildings

- Minor building, electrical, or plumbing repairs (not requiring qualified tradesperson).
- Undertake the installation of items requiring affixing (e.g. pinboards / whiteboards / dispensers etc).
- Furniture relocations, assembly, repairs, and disposal.
- Manage and undertake electrical testing and tagging.
- Stores maintenance (e.g. screws, bolts, paint, tools etc.).

Agriculture

- As directed by the Ag Coordinator and Ag Teachers provide animal husbandry including feeding, cleaning / replacing bedding, cleaning water troughs etc.
- Undertake animal feed stock management, assisting where required with feed purchasing.
- Assist the Ag Coordinator with student show teams and prepare animals for showing.
- May assist with bump in / out at shows including transporting animals and assisting at shows.

WORK HEALTH AND SAFETY RESPONSIBILITIES

- Acquire knowledge and keep up to date with WHS matters.
- Understand the nature of College operations and the associated hazards and risks.
- Ensure that safe procedures and policies are incorporated into work undertaken.
- Contribute to the development of new procedures and policies or reviews of existing, as required, in consultation with the Facilities and WHS Manager.
- Promptly address WHS issues brought to your attention in consultation with those involved or affected and in consultation with the Facilities and WHS Manager as appropriate.
- Work collaboratively with key stakeholders including contractors, to ensure WHS policies and procedures comply to legislation, regulations and guides.
- Undertake internal compliance reviews / assessments against WHS policies and procedures, with a view to identifying control weaknesses, recommending corrective actions and implementing the actions.

CHILD SAFE RESPONSIBILITIES

- Act in accordance with the College's Child Safe Program.
- More specifically:
  - Demonstrate a strong commitment to the safety and welfare of children and young people in line with the College's Child Safe Policy.
  - Report child safety incidents or concerns to one of the College's nominated Child Safety Officers.
  - Ensure personal professional boundaries are maintained and provide guidance to others to do the same.
  - Adhere to the expectations of the Child Safe Code of Conduct and provide guidance to others to do the same.

COLLEGE FRAMEWORKS & MODELS – THE EXPECTATIONS

Christian Framework

- Advocate and act in accordance with the College's Christian Framework.
- More specifically:
  - The tenents of the College's Christian Belief Statement are embedded in all works, words, and actions so that the Christian narrative is central.
  - Actions are other-person centred, seeking the good for both the individual and the entire College Community.

Pastoral Care Framework

- Act in accordance with the College's Pastoral Care Framework.
- More specifically:
  - Contribute to an *Environment* that allows others to feel safe, supported, engaged and where purpose is known in order to encourage growth and ability to flourish in their position and/or studies.
  - Support others to look after their own *Wellbeing* through growing themselves to live life with purpose, developing healthy habits, maintaining a balance on ones perspective and priorities, and building resilience to press on despite adversity.
  - Look after your *Wellbeing* through growing yourself to live life with purpose, developing healthy habits, maintaining a balanced perspective and priorities, and building resilience to press on despite adversity.
  - Support others in the development of their *Character*, encouraging them to explore who they are, seeking pathways to contribute to community, and understanding their impact on the growth of others.
  - Develop your *Character* through exploration of who you are and pathways to contribute to community.

Teaching and Learning Framework

- Have awareness of the College's Teaching and Learning Framework.
- More specifically:
  - Understand the instructional model and common language conventions used in delivering curriculum and learning experiences.
  - Model the *Individual, Interpersonal,* and *Intellectual* characteristics in own work.

Leadership Model

- Act in accordance with the College's Leadership Model.
- *More specifically:*
  - Demonstrate *Servant Heartedness* through humility in approach, being sacrificial in putting others interests first, empathetic in seeking to understand those you work with, and support others in their growth.
  - Demonstrate *Credible Service* through being transparent in approach, competent in the position, trustworthy to those around you, and having integrity at all times.
  - Demonstrate *Relational Leadership* through being an effective communicator, emotionally intelligent in engaging with others, equitable in approach, and an effective listener in order to better understand the perspectives of others.
  - Demonstrate *Purposeful Service* through being goal-focused, positively approaching change, and aligned to moving forward together.
  - Demonstrate *Reflective Leadership* through being evidence-focused in approach, utilising feedback in own growth process, being self-aware, and continuously improving on all aspects of position and self.

ATTRIBUTES

The incumbent will…

- Be an active member of a reformed, evangelical Christian church.
- Actively support the Christian ethos and teaching of the College, integrating faith into all aspects of professional practice.
- Contribute positively as a collaborative and effective team member, fostering unity and shared purpose among staff and parents.
- Demonstrate personal commitment, proactiveness, enthusiasm, and energy to encourage positive team spirit, commitment, and contributions.

- Demonstrate exceptional interpersonal and communication skills, demonstrate approachability and flexibility, with the ability to engage respectfully and relationally with staff, students, parents, and external stakeholders.
- Have the ability to manage expectations of multiple stakeholders.
- Exhibit strong organisational and time-management skills, with the capacity to manage multiple tasks and priorities effectively.
- Work to tight deadlines, prioritise, and task manage.
- Work safely and adhere to WHS policies and procedures.
- Possess excellent verbal and written communication skills.
- Represent and uphold the College's values and reputation within the wider community.
- Work confidently and respectfully within an openly Christian environment.
- Collaborate as part of the Anglican Schools Corporation (ASC) network of colleges and schools.

QUALIFICATIONS & EXPERIENCE

The incumbent will possess the following qualifications and experience:

- Minimum 3 years+ experience in coordinating team members and working in a team environment.
- Trade qualifications – Cert III in Horticulture or Landscape, Cert III in Animal Care Services and/or Certificates in Building and Constructions are highly regarded.
- Experience in building, landscaping and ground maintenance, preferably in a school environment.
- Working With Children Check, or willing to obtain
- Working at Heights certificate, or willing to obtain.
- Confined Spaces certificate, or willing to obtain.
- Chemical Certificate, or willing to obtain.
- LR driver's license, MR highly regarded, with the ability to drive manual and automatic, or willing to obtain.
- First Aid certificate, or willing to obtain.

OTHER INFORMATION

Inherent in this position is the ability to do bending and heavy lifting of goods, safely handle organic and chemical pesticides and sprays, maintain machinery and equipment, work at heights, work in confined spaces and legally operate a motor vehicle. A reasonable level of fitness is required. The Senior Grounds and Maintenance Coordinator is expected to always conduct work in a safe manner.

The Senior Grounds and Maintenance Coordinator is expected to be competent in computer skills with the ability to use email and internal hazard / safety / maintenance reporting systems at a minimum.
This is a permanent full-time role including non-term time. The weekly hours are 38 however start and finish times may vary depending upon seasonal and workload requirements.

Employment conditions and remuneration are set per the Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025. This position has been classified as a School Operational Services Employee.

The Position Description is to be read in conjunction with the Arndell Anglican College Strategic Plan and will be reviewed every 12-24 months. Next review due May 2028.

AGREEMENT

By signing below, I confirm my acceptance and commitment to execute to the best of my ability the position responsibilities as outlined in this document, understanding that it may be varied from time to time and that any variation will be in consultation with myself and changes subject to applicable legislation as it may apply.

_____ _____

Signed Date

_____
Print Name

APPLICATIONS

Please provide a letter of application outlining your experience in the area/s of the position and what you would bring to the role (no more than two pages), along with your CV ensuring the following is included:

- Summary of your work experience and qualifications.
- Copies of qualifications.
- The names, positions, telephone numbers and addresses (including email if applicable) of three referees, one of whom will be your current Church minister.
- Working With Children Check clearance number and date of birth (for validation purposes only).
- Involvement and abilities in sport, the arts, or other fields of interest.
- Any other information in response to the position's professional criteria as provided or any other information that may assist us in assessing your suitability for an interview and appointment.

Closing Date for Applications:

Sunday 24 May, 2026

Applications to be sent to:

Headmaster, Arndell Anglican College
PO Box 4063
PITT TOWN NSW 2756

T: (02) 4572 3633
E: employment@arndell.nsw.edu.au

Employment screening of successful applicants will apply including verification of the Working With Children Check and NESA accreditation, which may occur prior to interview. Arndell Anglican College is a child safe organization. All members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe Program is at the forefront of all they do. Arndell Anglican College is an equal opportunity employer and an Anglican Schools Corporation school.