

Maintenance and Grounds Officer

ROLE DESCRIPTION

ROLE TITLE:	Maintenance and Grounds Officer
CLASSIFICATION:	Services – ESO Grade 3
COMMENCEMENT:	Commencing as soon as possible
TENURE:	Permanent
HOURS OF WORK:	37.5 hours per week – 48 weeks per year – Monday to Friday – 8.00 am to 4.15 pm
BREAKS:	15-minute paid morning tea break. 45-minute unpaid lunch break
ADDITIONAL:	Flexibility of working hours and days will be required during peak workload periods. There is a compulsory annual leave over Christmas and New Year.
RESPONSIBLE TO:	Facilities Manager
LOCATION:	St Michael's College - Primary Campus (Beverley)
KEY RELATIONSHIPS:	Internal: Principal, Deputy Principal Head of Campus, Business Manager, Facilities Manager, Maintenance Supervisor, Maintenance Team Members, Teaching & Administration staff. External: College community families and visitors, Contractors and other service providers

ABOUT ST MICHAEL'S COLLEGE

St Michael's College is a member of the global Lasallian family. We are committed to create a welcoming, inclusive Lasallian community, aligned with strategic commitment to optimise student experiences and outcomes.

Our commitment is to provide opportunities that will prepare students to be compassionate and enthusiastic participants in society who prioritise service to others, especially the marginalised and those in need. Guided by Lasallian teachings, enriched by contemporary educational theory and practices, students, staff and families are empowered to flourish and find success.

POSITION SUMMARY

The Maintenance and Grounds Officer works under the general supervision of the Maintenance Team Leader (Grounds & Maintenance) and direction of the Facilities Manager to ensure all buildings, facilities, and grounds are maintained in a safe, functional, and well-presented condition.

The role requires initiative, practical problem-solving skills, and the ability to manage tasks independently while contributing to a team environment.

This position is based at St. Michaels College Primary (Beverley) but flexibility is required to rotate to St. Michael's Senior College (Henley) on occasion or as required.

All duties must be performed in alignment with the College's mission, values and commitment to safety and community.

KEY DUTIES

Under the supervision of the Maintenance Team Leaders as directed by the Facility Manager: -

Maintenance & Repairs

- Assess, prioritise and respond to maintenance requests in a timely, safe and efficient manner
- Perform general maintenance and repair tasks across buildings, fixtures, furniture and equipment
- Diagnose faults and determine appropriate solutions, escalating complex issues where required
- Assist with minor construction, assembly and project work

Preventative Maintenance

- Support the implementation and ongoing improvement of preventative maintenance programs
- Assist with planning and scheduling maintenance activities
- Conduct routine inspections of grounds (including playground, sandpit, workshop, etc.), facilities and equipment
- Identify and rectify risks and defects

Grounds & Outdoor Maintenance

- Maintain garden beds, including pruning, planting, mulching and general upkeep
- Maintain ovals and grassed areas (mowing, line marking, irrigation operation, etc.)
- Cover and uncover the cricket pitch as required
- Support the community garden
- Undertake litter control, including daily clearing of external bins
- Clean and maintain external areas including roofs, gutters, stairwells and courtyards

WHS & Compliance

- Comply with all WHS legislation, policies and procedures
- Complete Risk Assessments as required
- Maintain tools, equipment and workspaces in a safe and compliant condition
- Undertake testing and tagging (training provided if required)
- Report hazards, incidents, near misses and safety concerns promptly

Contractor & Resource Support

- Assist with coordination of Contractors, including scheduling, inductions and monitoring of work
- Support sourcing and monitoring of maintenance materials and supplies
- Maintain accurate records of maintenance activities, inspections and identified issues

Events & Operational Support

- Assist with the setup and pack-down of College events (e.g. assemblies, sporting events, community activities)
- Respond flexibly to changing operational priorities
- Participate in emergency response or urgent maintenance situations

Team Contribution

- Work collaboratively as part of the Maintenance team
- Communicate effectively with staff, students and stakeholders
- Demonstrate a proactive and solutions-focused approach
- Perform other duties as reasonably directed

ROLE PERSONAL SPECIFICATIONS

- Demonstrated capability in general facilities maintenance, with the ability to apply a broad range of practical skills
- Demonstrated ability to work with a high degree of autonomy under general direction, taking responsibility for outcomes
- Strong problem-solving and decision-making skills
- Well-developed organisational and time management abilities
- Effective communication and teamwork skills
- Customer-focused approach with strong interpersonal skills
- Reliable, adaptable, and proactive work ethic
- Commitment to continuous improvement
- Commitment to uphold and contribute to the ethos of St Michael's College

QUALIFICATIONS AND EXPERIENCE

Essential:

- Relevant experience and skills in maintenance or a similar role
- Excellent organisational and time management skills
- Demonstrate a broad knowledge base and be able to apply a range of solutions to problems
- Identify, analyse and plan approaches to technical problems
- Ability to anticipate and proactively address problems
- Multi-tasking and flexibility

Desirable:

- Trade qualification in a relevant field, or demonstrated equivalent experience in a general maintenance or facilities role (e.g. carpentry, landscaping, electrical, plumbing, fitting and fabrication, or similar)
- Horticulture knowledge or groundskeeping background
- Experience in working in an educational environment
- Broad range of demonstrated handyman skills
- Knowledge of workshop practices

- Strong knowledge of safety, risk and compliance practices.
- Ability to design, construct and manage small projects
- IT skills with a range of software including Microsoft Office, Outlook, etc.
- A pleasant “can do” attitude with the ability to use initiative
- Support for the Lasallian and Catholic Ethos of the College together with a willingness to work as part of a team.

CERTIFICATIONS

Essential:

- Current driver's license

Have or Willing to attain:

- Work Safety at Heights
- Elevated Work Platform Operators Licence
- Testing & Tagging Qualification
- Senior First Aid
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate

WORK PLACE HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must: -

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

(Reference: Division 4, Section 28 – SA WHS Act 2012)

PROFESSIONAL EXPECTATIONS

- Adherence at all times to the St Michael's College Code of Conduct [CodeofConduct_SACCS_May2020.pdf](#) . This Code applies standard for appropriate ethical and professional behaviour
- Demonstrate understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Enhance the College's relationship with external stakeholders through positive interactions and communication
- Maintain professional and courteous relationships with internal and external providers and clients
- Demonstrate the values of the College through personal behaviour
- Demonstrate safe behaviour at all times
- Comply with the College's standards and procedures in WHS
- Reporting of all WHS hazards and incidents

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Position Description Review: June 2026