INFORMATION FOR APPLICANTS FOR THE ROLE OF GROUNDSMAN

BACKGROUND TO THE POSITION AND HOW TO APPLY

We are inviting applications for the role of Groundsman to join our busy Grounds Team, commencing mid-March 2015.

This is a role that would suit a general handyman/all-rounder, with experience specifically involving painting, repairs, cleaning, maintenance and inspections, along with other special projects as they arise.

The ability to communicate at all levels is essential for this role and this person must support the Anglican tradition and values integral to the life of the school.

To find out more about the skills and experience required, along with the duties and responsibilities for this role, please visit http://www.stmarys.wa.edu.au/jobs.

The salary will be discussed with the successful applicant.

Applications should be returned to:

Head Groundsman
St Mary’s Anglican Girls’ School
PO Box 105
Karrinyup WA 6921

The application should include:

- A cover letter of 1-2 pages
- A detailed curriculum vitae
- The names, positions and telephone numbers (preferably mobile numbers) of three referees.

Applications close at 4pm, Thursday 5 March 2015.

Thank you for your interest in this position at St Mary’s Anglican Girls’ School.

THE SCHOOL

St Mary’s Anglican Girls’ School is an independent day and boarding school for over 1400 girls from Kindergarten to Year 12. The school is located close to the ocean in the northern suburb of Karrinyup and, during term time, is home to 190 boarders.

Founded in 1921 in West Perth, St Mary’s moved to Karrinyup in the 1960s. The school has a proud tradition of providing a rich and rewarding education for young women to live, learn and grow. The school strives to ensure each student is nurtured as an individual and feels she is an important member of the St Mary’s family.

St Mary’s has a range of excellent facilities including the Lady Wardle Performing Arts Centre, the Lady Treatt Music and Dance Centre, Dannatt and Hearn Halls for sport, and a 50 metre swimming pool. In 2005 St Mary’s purchased a 100-acre property at Metricup, north of Margaret River, where a state-of-the-art outdoor education facility has been developed.
ROLE PURPOSE

The groundsman will assist the grounds team in the maintenance of the school’s building maintenance and infrastructure.

WORKING RELATIONSHIPS

During the course of the role the groundsman works with the following groups of people

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Groundsman</td>
<td>Suppliers</td>
</tr>
<tr>
<td>Groundsmen</td>
<td>Contracted grounds staff</td>
</tr>
<tr>
<td>Director of Finance and Administration</td>
<td></td>
</tr>
<tr>
<td>Property Manager</td>
<td></td>
</tr>
<tr>
<td>Maintenance staff</td>
<td></td>
</tr>
<tr>
<td>Administrative and teaching staff</td>
<td></td>
</tr>
</tbody>
</table>

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Experience and Skills

**Essential**

- Experience in general building/grounds maintenance and repairs.
- Current ‘C’ class driver’s licence

**Desirable**

- Experience in both hard and soft landscaping
- Operating Certificates – chainsaw, elevated platform and skid steer loader

Skills and Personal Qualities

- Ability to use initiative and work unsupervised
- Ability to work independently or as part of a team
- Ability to identify and rectify problems as they arise

St Mary’s is an Anglican school and applicants should be able to demonstrate empathy with and support for the school’s Christian values.

All employees are required to provide a Working with Children check and a valid Police Clearance.

CONDITIONS

The Groundsman is a 6-month full-time, temporary position.

**Reports to:** Head Groundsman

**Hours:** 7am to 3pm, Monday to Friday - 37.5 hours per week

**Location:** St Mary’s Anglican Girls’ School, Elliott Road, Karrinyup

**Period:** Temporary Fixed Term contract, following a probationary period of 3 months.

Thank you for your interest in this position at St Mary’s Anglican Girls’ School.