

# BUNBURY CATHOLIC COLLEGE

## 2025 SUPPORT STAFF VACANCY

### MAINTENANCE AND GROUNDS PERSON



**BUNBURY**  
CATHOLIC COLLEGE

*Bunbury Catholic College is a Year 7-12 College with a total enrolment of 960 students. Bunbury is a vibrant and growing city less than two hours from Perth that offers an amazing quality of life and is in close proximity to all of the South-West's best wine, food and beaches.*

#### POSITION DETAILS:

Bunbury Catholic College invites applications from experienced professionals for the position of Maintenance and Grounds Person. You will play a critical role in ensuring the schools facilities, equipment and grounds are well maintained and safe. As a member of our Property Services team, you will need to have a strong work ethic and be able to work independently and as part of a team.

<b>POSITION:</b>	<b>Maintenance and Grounds Person</b> <b>Full-time ongoing</b>
<b>HOURS:</b>	<b>38 Hour Week</b> <b>Monday to Friday</b> <b>Hours can be negotiated with the successful applicant</b>
<b>COMMENCING:</b>	<b>8 September 2025</b>
<b>SALARY:</b>	<b>\$62 632 - \$65 448 Negotiable based on experience</b>
<b>REPORTING TO:</b>	<b>Property Services Manager</b>

#### Essential:

- Experience in maintenance and repair of reticulation systems including diagnosing issues, setting up timers and controllers, troubleshooting
- Experience in buildings, grounds and general maintenance
- Excellent communication skills
- Strong time management and organisational skills
- Strong work ethic
- Ability to use a computer
- Current 'C' class Western Australian Driver's license

#### Desirable:

- Working knowledge of small engines, grounds and gardening equipment such as mowers, hedgers, edgers, chainsaws, line trimmers
- Trade qualification/s in groundskeeping, landscaping or turf management, reticulation or a related discipline
- Current 'MR' class Western Australian Driver's license

#### Key Responsibilities:

- Manage College reticulation system and complete repairs as required
- Maintain buildings and equipment
- Complete maintenance checks and prioritise jobs
- Respond to maintenance tickets logged by staff
- Assist in maintaining ovals and lawns

- Maintain maintenance and retic records
- Complete ordering of maintenance of grounds items as required
- Liaise with Property Services Manager regarding maintenance and grounds issues
- Assist Property Services Manager in preparing annual maintenance and grounds budget
- Maintain a clean and safe work environment
- Follow Work Health and Safety guidelines
- Assist with the set-up of College events on and off-campus including transport of equipment
- Other duties as required by the Principal, Senior Leadership Team or Property Services Manager

**The successful applicant will have:**

- An understanding of and be supportive of the Catholic ethos.
- Experience in a similar work environment would be advantageous.
- A sound understanding of Microsoft Office and other key applications.
- A positive and welcoming attitude, with a high level of interpersonal skills.
- Highly developed written/oral communication skills.
- The ability to work independently and as a member of a team.
- Proven ability to show initiative and take direction.
- Uncompromising confidentiality and professionalism at all times.
- The ability to organise and prioritise workloads to meet appropriate deadlines.

**The successful applicant will be required to:**

- Have completed, working towards, or be willing to work towards, 'Accreditation to Work in a Catholic School'. Additional information can be found here: CEWA Limited Accreditation Framework
- Hold a current Working with Children Card or a willingness to obtain.
- Hold a current WA Department of Education Nationally Coordinated Criminal History Check (NCCHC).
- Complete a pre-employment medical check

**CHILD SAFE FRAMEWORK AND WORK HEALTH AND SAFETY PRINCIPLES**

**Staff at Bunbury Catholic College will:**

Be committed to safeguarding and promoting the welfare of children and young people. All staff share this commitment and adhere to, and comply with, the CEWA Child Safe Framework and Work Health and Safety Principles.

**CODE OF CONDUCT**

Bunbury Catholic College staff are required to adhere to the College Staff Code of Conduct

Applicants are to download and complete the 'Support Staff Positions' Application Form on our website:

[www.bunburycatholic.wa.edu.au/more/employment](http://www.bunburycatholic.wa.edu.au/more/employment)

and

Your application should include a cover letter and CV and be emailed to:

**The Principal - Confidential**

Email: [human.resources@bccwa.wa.edu.au](mailto:human.resources@bccwa.wa.edu.au)

**Applications close: Monday 25 August 2025**