

HOLY CROSS COLLEGE APPLICATION PACKAGE

# GROUNDS AND MAINTENANCE ASSISTANT



## GROUNDS AND MAINTENANCE ASSISTANT

Holy Cross College is a Catholic co-educational Pre-kindergarten to Year 12 College located in Ellenbrook. The College opened in 2010 and now has an enrolment of over 1200 students. The College continues to grow with enrolments expected to exceed 1600 students.

The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College Website.

<b>Position:</b>	Grounds and Maintenance Assistant
<b>Conditions:</b>	Full Time, Ongoing
<b>Salary:</b>	As per the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014) and depending on qualifications and experience of the successful applicant.
<b>Commencement Date:</b>	Immediate, Negotiable

### Persons appointed to this position will:

- Actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- Demonstrate capacities in all areas of the LIFE Curriculum as articulated in the Role Description of Support Staff at Holy Cross College.
- Have completed or be willing to undertake and maintain Accreditation to Work in a Catholic School.
- Have a current Working with Children Card.
- Hold or be willing to maintain a senior first aid qualification.
- Hold a current National Police History Check as issued by the Department of Education Western Australia

**Applications close: Wednesday 22 November 2023 at 12:00PM**

Please complete the below Application for Employment form and email saved form to the Principal's Assistant at [employment@holycross.wa.edu.au](mailto:employment@holycross.wa.edu.au)

## **ROLE DESCRIPTION**

### **GROUND AND MAINTENANCE ASSISTANT**

Holy Cross College offers a Catholic education from Pre-Kindergarten – Year 12. The Vision of the College is to be 'a community of transformation in the Spirit of the Risen Christ' and in striving for this we are inspired by our college patron, Blessed Oscar Romero. The College is committed to providing a holistic curriculum in all areas of The LIFE Pillars (Learning, Inter-relationship, Faith, and Enrichment). Staff work in partnership with parents to support our young people to grow to be faith-filled and visionary; to be lifelong learners who embrace their changing world with confidence and optimism. We aspire to be a learning community in which all our students are to be engaged, challenged, and progressing.

Holy Cross College is recognised as a leader in innovation, contemporary pedagogies, and the use technology to redefine learning. The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College website.

### **ACCOUNTABILITY AND COLLABORATION**

The Grounds and Maintenance Assistant will be responsible to the Principal through the Business Manager and work under the direction of the Facilities Manager as part of the grounds and maintenance team.

### **CURRENT SPECIFIC RESPONSIBILITIES**

- Assisting with the general and preventative maintenance of the College
- Experience in the following areas would be an advantage, although not necessary:
  - Reticulation maintenance and repairs
  - Machinery handling
  - Chemical/pesticide handling
  - General handyman experience
- Other duties as required.

### **LEARNING**

Support Staff at Holy Cross College will:

- keep abreast in developments in practice, guidelines and industry changes through continuous professional learning and training and be prepared to implement the same.
- complete Accreditation to Work in a Catholic School in the required time.
- maintain ongoing renewal of Accreditation to Work in a Catholic School.
- support staff, students, and parents with access to and use of college resources.
- respect and support the learning and development of staff in all areas of the College.
- focus on innovating and introducing new ideas to the College through a synthesis of practical ideas amongst staff.
- maintain a high level of ICT skills.

- maintain Senior First Aid qualification.

## **INTER-RELATIONSHIPS**

Support Staff at Holy Cross College will:

- have a welcoming manner and excellent interpersonal skills.
- actively engage in the pastoral care of students
- interact with staff, students and families in a way that is both professional and pastoral.
- appropriately relate to young people
- treat all information as confidential.
- display excellent organisational skills.
- maintain high expectations of service, choices and manners through example.
- be well-groomed, well-spoken and familiar with protocol and etiquette.
- work independently or as part of a team and be flexible with work arrangements.
- use initiative in carrying out duties.
- be flexible in the performance of the role.
- practise sound communication skills

## **FAITH**

Support Staff at Holy Cross College will:

- demonstrate a commitment to the objectives and ethos of Catholic Education
- actively witness to Gospel values in the performance of all areas of duty
- proclaim the Gospel value of the value and dignity of each person in relationships with students, parents, staff and others related to the College.
- have an understanding of the Catholic ethos and give witness to the Catholic faith to our students.
- live and act in a way that respects the beliefs and practices of a Catholic community.
- lead by example in the spiritual development of students by attempting to make a difference by being thankful through thoughts and deeds.
- participate actively in the sacramental, liturgical and prayer life of the College.
- promote and support strong and meaningful connection with St Helena's Parish

## **ENRICHMENT**

Support Staff at Holy Cross College will:

- recognise ongoing change in the relevant industry outside of the College through self-development in contemporary practice and technological developments.
- actively engage in personal, spiritual, and professional learning
- be willing to positively share time, energy, and talents in support of the ongoing life of the College.
- abide by all College Policies and Procedures

## **QUALIFICATIONS**

- Maintain relevant qualifications.
- Accreditation to Work in a Catholic School
- Maintain a valid Working with Children Card
- Undertake a Department of Education Crimtrac National Police Clearance
- Valid driver's licence