



## 2024 HEAD GROUNDSPERSON

We are seeking a proactive and passionate Head Groundsperson to join our team at St John Bosco College in 2024.

This is a full-time (1.0 FTE, 38 hours week) temporary position commencing as soon as possible with the possibility of the position becoming ongoing. The Head Groundsperson will work as part of the College's Property, Grounds and Maintenance Team and reports to the Head of Property and Maintenance and will be responsible for the effective and efficient maintenance and development of the College gardens and grounds as it continues to grow.

St John Bosco College is a Catholic co-educational College in its tenth year of operation. The College is situated in Piara Waters, a southern suburb of Perth, Western Australia. We commenced in 2015 with students from Kindergarten to Year 2. In 2024, we have 1200 students from Pre-Kindergarten to Year 11, as well as an OSHC facility and an Aboriginal Families as First Educators Playgroup. In 2025, we will grow to a Pre-K-12 College. Our innovative building design has a focus on shared, flexible learning spaces which support best practice, 21st century teaching and learning methods. Our outstanding facilities include an Early Learning Centre, Junior Primary and Upper Primary studios, grass play areas, junior and senior ovals, soccer and hockey pitch and multi-purpose hard court play areas, enclosed Assembly Space, library, Science Learning Centre, a two-storey Arts and Technology Learning Centre, Middle Learning Centre, dedicated Administration and ample parking. In 2024, we opened our College Sport and Recreation Centre and a new two-storey Secondary Learning Centre, with construction of our College Cafeteria currently taking place.

The College motto "**JOY IN LEARNING**" is strongly exemplified in the person, life and teachings of our patron, **St John Bosco**. Our vision for this new Pre-Kindergarten - Year 12 College is creating a flourishing environment in which every student can experience the joy in learning and thrive in a Catholic learning community; where development of the whole person is of utmost importance. The mission of staff is nurturing our students so that they can become successful learners, confident, creative, and active informed citizens, who are able to contribute positively to society. Our philosophy of education at St John Bosco focuses on the image of the child, the learning process, the environment, partnerships and community.

<b>Position:</b>	Head Groundsperson.
<b>Term:</b>	Temporary with the possibility of ongoing commencing as soon as possible.
<b>Conditions:</b>	Full-Time 38.0 hours per week Monday to Friday 7:00am to 4:00pm (1 hour lunch break). 48 Weeks worked and 4 weeks paid annual leave per year.
<b>Salary:</b>	As per the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014).

**Applications Close: Friday October 18 2024.**

## **Duties and Responsibilities of Head Groundsperson:**

- Presenting well maintained gardens and grounds including regular mowing.
- Maintaining reticulation.
- Maintaining footpaths and landscaping.
- Assisting Property and Maintenance with College projects.
- General cleaning internal and external as required during the day.
- Collecting loose rubbish.
- Assisting with set up/pack up of events.
- Assisting with transporting equipment for events.
- Assisting with Event Parking.
- Locking up and setting of alarms after events.
- Supervision and management of Grounds Staff.
- Any other duties as directed by the Head of Property and Maintenance.

## **Selection Criteria:**

### **Essential**

- A strong commitment to the ethos of Catholic Education and St John Bosco College and a willingness to promote and support Catholic values as a member of Bosco Community.
- An ability to prioritise work and take initiative.
- Demonstrate a high degree of professionalism and excellent communication and organisational skills.
- Be an enthusiastic, flexible and cooperative team person who will work collaboratively with all staff with the College.
- Demonstrate the capacity and enthusiasm to build community in a Foundation College in collaboration with staff, parents, students and Parish.
- Commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework.
- At least 2 years' experience in Horticulture

## **Qualifications Required:**

Accreditation requirements as specified by Catholic Education WA.

A current National Police History Check as issued by the Department of Education Western Australia must also be included. The appropriate Criminal History Record Check form is available from the Department of Education website <http://www.det.wa.edu.au/screening/detcms/portal/>

On appointment, successful applicants will require a Working with Children Check. Application forms are available at certain Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found on the Australia Post web site at <http://apps.nowwhere.com.au/austpost/postofficelocator/>. An application for a WWC must be made in person.

Catholic Education Western Australia encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, people of all ages and people from culturally diverse backgrounds. To be eligible to apply for this role you must be legally permitted to work in Australia.

Applicants must be fully supportive of the objectives and ethos of Catholic education.

### **Further Information**

All queries should be directed to Mr Kevin Sheehy on 9234 9600 / 0417 919 583 or by email to

**[kevin.sheehy@cewa.edu.au](mailto:kevin.sheehy@cewa.edu.au)**

### **To Apply**

Applicants must attach the following:

- An **application form and a letter of application**, addressed to the Principal, Mr Kevin Sheehy, including the names and contact numbers of three referees, one of whom must be the current employer.
- **Your letter of application should explain your reasons (no longer than an A4 page) for applying for this position and** outline your experience and suitability for this role at St John Bosco College addressing the duties, responsibilities and selection criteria in the Role Description.
- A current Resume stating relevant experience including work history and academic transcripts.
- Valid (or able to obtain) National Police History Check from the Department of Education Western Australia and a Working With Children check.

Applications may be obtained from the College website and all required information forwarded to:

The Principal St John Bosco College.

Via Post: PO Box 4110, Harrisdale WA 6112

By Hand: 170 Monticello Parkway, Piara Waters WA 6112

By Email: **[employment@stjohnbosco.wa.edu.au](mailto:employment@stjohnbosco.wa.edu.au)**

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