



Shellharbour Anglican College

Groundsperson (Full Time Permanent)

The College is seeking a qualified, dynamic and hard-working Christian who has expertise in grounds maintenance and gardening. The Groundsperson reports to the Property Manager and then the Director of Infrastructure, working works collaboratively as a key member of the Property team to ensure the College grounds, gardens, playing fields, facilities and outdoor areas are maintained and presented to a high standard. The role contributes to a safe, welcoming and well-ordered campus through proactive grounds and garden care, general maintenance support, and safe operation of equipment.

The Groundsperson also plays an important role in planning and coordinating grounds maintenance activities, supporting the work of casual staff or contractors when required, and assisting with daily operational needs across the College. The role also provides support for College events and may deputise for the Property Manager during periods of absence.

ABOUT YOU

You are a committed and authentic Christian who actively lives out your faith and is a regular, practicing member of a Bible-based Christian church. You bring a strong sense of service, integrity and care to your work, understanding the important role that well maintained grounds and facilities play in supporting student learning, staff wellbeing and the wider College community.

You are a reliable, proactive and hard-working individual with experience in grounds maintenance, gardening and general maintenance, who takes pride in presenting environments to a high standard. You demonstrate initiative, attention to detail and a willingness to respond promptly to maintenance needs, hazards and daily operational requirements.

You work effectively both independently and as part of a team, valuing collaboration and positive relationships with staff, students and visitors. You communicate clearly, respect confidentiality and contribute positively to a safe, welcoming and orderly campus. You are flexible in your approach, open to learning new skills, committed to safe work practices and willing to support College events and activities as required.

You are aligned with the mission, values and Christian ethos of Shellharbour Anglican College and are keen to contribute to the life of the College beyond your core responsibilities, supporting a culture of excellence, care and service across the community.

RESPONSIBILITIES

The Groundsperson's responsibilities include, but are not limited to:

Grounds and Gardens Maintenance

- Maintain College lawns, playing fields, gardens and landscaped areas, including marking of sports grounds.
- Perform tasks such as planting, , pruning, weeding, mulching and fertilising, weed spraying .
- Apply accredited horticultural and/or greenkeeping skills in the maintenance of gardens, sports grounds-related skills in the maintenance of gardens, sports grounds and outdoor facilities.
- Operate, maintain and adjust turf, grounds and horticultural machinery, cleaning and inspecting equipment after use and reporting faults as required.
- Ensure all outdoor areas remain tidy, clean and safe, .
- Clean outdoor furniture, paths and equipment as required h

Maintenance and Repairs

- Assist with general maintenance and repairs to buildings if required needed.
- Use appropriate hand and power tools for grounds, construction, maintenance and repair tasks.

Safety, Compliance and Equipment Care

- Identify hazards and take appropriate action to rectify them.
- Respond promptly to maintenance and cleaning requests from staff.
- Ensure all machinery and equipment is operated safely and maintained in good working order.
- Contribute to the safety and basic security of school property within the scope of grounds operations.

Planning, Coordination and Supervision

- Plan, schedule and oversee the execution of grounds and garden maintenance activities in line with Level 4 duties.
- Work with the Principal and Director of Infrastructure to plan for new gardens and plantings throughout the College
- Apply skills that may require familiarity with other trade areas or additional training where necessary.

Operational Support

- Set up and pack down for College events including assemblies, open days and carnivals drop off and pickup.
- Operate vehicles and machinery under relevant licenses and / or training.

Leadership

- Deputise for the Property Manager during periods of absence as needed

Other Duties

- Other reasonable duties as determined by the Principal, Director of Infrastructure or Property Manager.

KEY SELECTION CRITERIA

- Strong personal Christian faith and be a regular and practicing member of a Bible-based Christian church
- Relevant grounds qualification, workplace health and safety qualifications preferred
- Hold a medium rigid or light rigid truck drivers' license or be prepared to attain one of these licenses if required
- Have good grounds / maintenance and gardening skills
- Have an attitude of service to teaching staff and students
- Be a team-oriented person who fosters staff cooperation and commitment
- Have an eye for detail and initiative to keep the grounds and facilities in good order
- Be committed to collaboration across all levels within the College community
- Have strong communication skills
- Have a commitment to excellence
- Respect and understand the need for confidentiality

Minimum Qualifications:

- Hold a current Working with Children Check
- Relevant grounds qualification, workplace health and safety qualifications
- Hold a medium rigid or light rigid truck drivers' license or be prepared to attain one of these licenses
- Be willing to undertake further studies if required

ABOUT SHELLHARBOUR ANGLICAN COLLEGE

Shellharbour Anglican College is a leading Prep to Year 12 school, just south of Wollongong on NSW South Coast. We are one of nineteen schools currently operating under the banner of The Anglican Schools Corporation (TASC). Shellharbour Anglican College strives to provide a caring, holistic education, equipping individuals with personal excellence and Christian integrity. Pastoral Care isn't a buzz word at Shellharbour Anglican College, it's what we do.

We are currently implementing our College teaching, learning, faith and wellbeing framework, called Learning for Hope, that is based on New Pedagogies for Deep Learning. This is a long-term project to enhance the quality and depth of learning and equip our students to live with courageous hearts, curious minds and hope-filled hands. The distinctives of teaching and working at Shellharbour are the excellent academic programs, the stimulating teaching and technology-rich environment, the nurturing pastoral care of individuals, the exciting cocurricular opportunities and its strong Christian ethos.

A Shellharbour Anglican College education plants a deep fire within the young people of tomorrow so that they crave challenge, relish deeper learning and develop the courage to explore opportunity and make a positive difference in their community and beyond.

APPLICATIONS CLOSE: Monday 2 March 2026 at 5pm

CHILD SAFETY

Shellharbour Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy WWCC child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

WHS

Shellharbour Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff are expected to adhere to and implement safe work practices and procedures in accordance with college policies and undertake annual WHS training.

No role description can capture the complexity of working in a College as such this is a guide and is not intended to be an exhaustive or exclusive list of duties for this position.

It is subject to change with evolving needs and will include other duties as they arise.

PAY AND CONDITIONS

Employment will be subject to the provisions of the Independent Schools NSW/ACT (Professional and Operational Staff)

Cooperative Multi Enterprise Agreement 2025 or any industrial agreement that replaces that award.

Classification: School Operational Services Level 4.1 (negotiable based on experience) - Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025

