

Position Description: Facilities and Grounds Officer

September 2026

Position title	Facilities and Grounds Officer
Reports to	Business Manager
Works Closely With	Co-Principals
Hours	Days and hours to be confirmed at appointment
Salary	From \$64,932
Employment type	Permanent part-time
School terms	School term weeks, 44 working weeks, plus 4 weeks annual leave
Working with Children	Current Working with Children Check (Employee) required prior to commencement

1. Position Summary

The Facilities and Grounds Officer is responsible for ensuring the school grounds and facilities are always presented to a high standard.

The role involves maintaining a safe, clean and welcoming environment for students, visitors and staff by implementing the school's maintenance plan, which will ensure excellent and safe delivery of the educational service and sustainability of The Montessori School Kingsley.

The position requires someone with good interpersonal and organisational skills and able to use their initiative to see tasks that need to be completed outside of the regular jobs.

2. Key Responsibilities

2.2 Maintenance of Buildings and Grounds

- Maintain external cleanliness of buildings and grounds (e.g., remove cobwebs, blower vac courtyards and front of school).
- Maintain lawns and gardens: dressing, pruning, pest control, and leaf removal.
- Conduct repairs to facilities and furniture, where appropriate.
- Paint, mount items to walls, and conduct general internal repairs.
- Manage bulk rubbish.
- Maintain and erect playground equipment, such as goal posts, and event infrastructure (e.g., marquees, fencing).
- Safely remove leaves and debris from gutter mesh.
- Recommend and implement improvements as appropriate.
- Support bushland management in collaboration with the Board Sub-Committee.
- Regularly check sprinklers and fix any minor issues such as sprinkler heads.
- Maintain the entrance, signage and painted surfaces in liaison with the Business Manager to ensure a positive first impression.
- Maintain and clean tools and machinery, and ensure safe storage of cutting implements and chemicals.

2.3 Governance and Compliance

- Adhere to all applicable legislation and regulatory requirements relevant to building and grounds maintenance, workplace safety, including but not limited to the Work Health and Safety Act 2020 (WA), the Building Act 2011 (WA), and relevant Australian Standards and Codes of Practice.
- Conduct all activities in a manner that maintains personal safety, as well as the safety of children and staff present on the property at all times.
- Maintain a safe environment through active supervision and immediate response to hazards, following health and safety practices consistent with the School policies and procedures.
- Monitor and secure perimeter fencing and gate locking systems.

2.4 Other Responsibilities

- Perform other reasonable responsibilities as directed by the Business Manager.

3. Selection Criteria

Criterion	Detail
Qualifications and Experience	• Experience in grounds and facility maintenance and gardening • Valid driver's licence • Working with Children Check • Police Clearance • First Aid certificate
Knowledge, Skills and Abilities	• Understanding of health and safety legislation. • General building and garden maintenance skills. • Competent in operating machinery (e.g. blower vac, drills, etc). • Knowledge of grass maintenance, irrigation, bushland and native plant care • Strong organisational, planning, decision-making and time-management skills. • Good communication and interpersonal skills. • A commitment to high work standards and a work ethic that meets the demands of the role.
Personal Attributes	• Ability to work independently and collaboratively and have the initiative to organise and prioritise workloads. • Ability to work safely and respectfully in a school environment, including around students, staff and visitors. • Commitment to Montessori principles and the values of the School.

This position description is a guide to the primary responsibilities of the role and is not intended to be exhaustive. It may be reviewed and updated in consultation with the role-holder.