



<b>Position Title</b>	<b>Head of Grounds &amp; Maintenance</b>
<b>Reports To</b>	Business Manager
<b>Department</b>	Services
<b>Location</b>	All Souls St Gabriels School
<b>Working Arrangements</b>	ASSG Enterprise Agreement 2025 - Services
<b>Salary</b>	Negotiable based on experience
<b>Contact Officer</b>	Business Manager - Sophie Urquhart
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## About All Souls St Gabriels School

All Souls St Gabriels School (ASSG) is an independent, co-educational, Pre-prep to Year 12 day and boarding school in the Anglican tradition. Located in Charters Towers, 130km southwest of Townsville, the School caters to students from all over Queensland and the Northern Territory. Charters Towers is an educational hub hosting several well-established boarding schools.

### Our Mission

To nurture young people in the development of their Mind, Body, and Spirit.

### Our Vision

Shaping students who seize opportunities and have the skills, knowledge, and desire to contribute, lead, and serve.

### Our Values

- **Integrity** - We are honest with ourselves and others; we listen to our conscience to do the right thing.
- **Respect** - We have respect for ourselves and others, history and tradition, and our environment.
- **Resilience** - We are encouraged to extend ourselves, to see every hardship, challenge, and error as a learning experience and an opportunity to grow.
- **Service** - Our School motto, Severe regnare est ("To serve is to reign"), inspires us to think beyond ourselves and to consider the needs of others and our community.

We are a School that actively promotes child-safe standards and is committed to upholding the safety and welfare of our young people as required under the Child Safe Organisation Act 2024.



## **Position Purpose**

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The Head of Grounds and Maintenance is responsible for the effective management, maintenance, and presentation of the School's buildings, grounds, and facilities. The role combines hands-on maintenance work with leadership and coordination of a small team, ensuring the school environment is safe, compliant, and well-maintained to support learning and community use.

## **Organisational Relationships**

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### **Internal Relationships**

- Reports directly to the Business Manager
- Works closely with school leadership, staff, contractors, and external providers

## **Key Accountabilities**

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### **Team Leadership and Supervision**

- Lead, supervise, and support the grounds and maintenance team
- Allocate daily and weekly tasks and monitor completion
- Provide on-the-job training and guidance
- Foster a positive, safety-focused team culture

### **Grounds and Facilities Maintenance**

- Oversee and participate in maintenance of buildings, grounds, and infrastructure
- Ensure high standards of presentation across the campus
- Undertake general repairs and maintenance tasks (on the tools as required)
- Coordinate seasonal works such as turf care, irrigation, and landscaping

### **Work Planning and Coordination**

- Develop and manage maintenance schedules and work plans
- Prioritise and respond to reactive maintenance requests
- Coordinate contractors and external service providers
- Maintain records of completed works and asset maintenance

### **Work Health and Safety (WHS)**

- Ensure compliance with all WHS legislation and School policies
- Conduct risk assessments and implement safe work practices
- Maintain Safe Work Method Statements (SWMS) and safety documentation
- Monitor and maintain equipment safety and compliance
- Maintain a strong understanding of the principles of Workplace Health and Safety as they apply in a school setting
- Comply with all WHS policies, procedures, and directions
- Take reasonable care for personal safety and the safety of others
- Participate in safety training, consultation, and hazard reporting
- Use equipment safely and follow correct manual handling techniques
- Report any hazards, incidents, injuries, or near-misses immediately
- Complete the School's mandatory training annually, which includes the WH&S module



### **Project Management**

- Assist in planning and delivering minor capital works and improvement projects
- Coordinate resources, timelines, and contractors for projects
- Monitor project progress and report to the Business Manager

### **Compliance and Facilities Management**

- Support compliance with regulatory requirements (e.g. safety, environmental, building maintenance)
- Oversee routine servicing (e.g. fire systems, HVAC, electrical, plumbing)
- Assist with asset lifecycle planning and budgeting

### **Pool and Specialised Facilities**

- Maintain and monitor School pool, including water quality and equipment
- Ensure compliance with relevant health and safety standards

### **Develop and Maintain Positive Relationships**

- Build rapport with staff, students, parents and the wider school community
- Work effectively and collegially as a member of a School team
- Exercise effective communication skills with students, colleagues, parents or guardians, and others
- Participate in partnerships with colleagues to reflect critically and constructively as part of a culture of continuous improvement
- Maintain confidentiality regarding sensitive or private information about students, families, colleagues and the School, and communicate information appropriately when necessary

### **Extent of Authority**

The Head of Grounds and Maintenance operates with a defined level of autonomy in the day-to-day management of maintenance and grounds operations, while remaining accountable to the Business Manager.

- Make operational decisions regarding prioritisation, scheduling, and allocation of maintenance and grounds work
- Authorise routine maintenance expenditure, purchase of materials, and engagement of minor services within an approved financial delegation
- Recommend larger or non-routine expenditures, capital works, and contractor engagements above the approved threshold to the Business Manager for approval
- Engage and supervise contractors within approved budgets and ensure work meets required standards
- Implement and enforce Work Health and Safety procedures and stop work where safety risks are identified
- Provide input into budget planning, asset management, and capital works priorities

All decisions are to be made in alignment with school policies, approved budgets, and relevant legislative requirements.



## **Ideal Candidate**

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### **Mandatory Requirements**

- Current Working with Children Check (Blue Card)
- Demonstrated experience in grounds and/or facilities management
- Proven ability to lead and manage a small team
- Strong understanding of Work Health and Safety legislation and practices
- Ability to plan, prioritise, and coordinate multiple tasks
- Practical, hands-on approach with strong problem-solving skills
- Good communication and interpersonal skills
- Competent in the use of technology (e.g. maintenance systems, email, basic software)

### **Additional Requirements**

- Ability to perform physical work associated with maintenance and grounds duties
- Willingness to work both on and off the tools as required
- Participation in after-hours or emergency callouts if needed

### **Desirable Skills and Abilities**

- Relevant trade qualifications (e.g. carpentry, landscaping, plumbing, electrical)
- Experience in a school or similar environment
- Medium Rigid (MR) driver's licence
- Experience managing or maintaining swimming pools
- Basic project management experience

### **Personal Attributes**

- Reliable, proactive, and adaptable
- Strong communication skills including verbal and written
- Strong attention to detail and pride in work
- Ability to work both independently and as part of a team
- Commitment to maintaining a safe and well-presented environment