



Buildings and Grounds Officer

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young people grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours. As a long-standing Catholic school in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

The Role:

Parade College is looking to recruit a Building and Grounds Officer to join our hard working and dedicated College Property Management team in maintaining high quality, well-presented facilities.

The Building and Grounds Officer reports to and works in close collaboration with the Assistant Property Manager ensuring that the College grounds, buildings, plant and equipment are well maintained, well presented, physically secure, compliant with all appropriate regulations and provide a safe environment for the College community. The College is committed to helping all students to thrive in the most conducive learning environment and values timely and effective pre-planning and the most productive use of its facilities and services.

This is a full-time ongoing position primarily based at the Bundoora campus with availability for immediate start or by negotiation. Members of the Property Team work across the Bundoora and Preston campuses as required.

Duties include:

- To undertake general building maintenance and repairs across the college campuses.
- Help with the set up and packing down for college events and functions.
- Proactively communicate to the Property Manager on repairs and maintenance issues logged through the maintenance system.
- College grounds (including turf areas, garden beds, shrubs and trees) are maintained and presented in a safe and tidy state as far as conditions allow, providing students and staff with a safe external learning environment.
- Maintain a suitable growing environment for the soft landscape, including gardens, lawns and assist with broader turf management.
- Maintain hard landscaping such as courts and paving.
- Maintain workshop facilities, equipment and vehicles as required.
- Perform tasks and duties using safe work practices in a timely manner with minimal disruption to students and staff.
- Ensure that all work is performed in accordance with the requirements of relevant legislation and correct use of permits and licences are observed.
- Ensure the safe storage and monitoring of any hazardous chemicals.
- Attend relevant staff meetings, other meetings, and training and development as required.

About You:

You will be a self-starter who can work independently and in a team environment. You must be safety focused, proactive and a respectful individual. You will be experienced and take pride in your work and have a passion for providing a high quality and timely service.

The ideal candidate should be confident to carry out general building and maintenance work, including minor construction to the campus properties ensuring all work undertaken is completed with due regard for timescales, budget, quality, productivity, good communications and in line with health and safety requirements.

- Evidence of a wide range of general building and maintenance work, including small works and projects.
- A minimum of three years relevant work experience.
- Excellent interpersonal and communication skills in dealing with staff at all levels.
- The ability to prioritise workload and manage competing deadlines/demands and use initiative in a variety of situations to manage the client (college) expectations.
- The ability to maintain accurate records to ensure compliance with all statutory and non-statutory regulations and guidelines.
- Physically fit to stand, bend, lift and carry heavy goods in accordance with the manual handling requirements of the role.
- To have a working knowledge of IT systems to use basic Microsoft Office tools and access and update jobs generated by the maintenance ticket system.
- An understanding of safe work practices, the ability to problem-solve and work co-operatively, and a current driver's licence are essential.
- Trade qualifications, High Risk Forklift and or Elevated Platform licences are desirable. Construction Induction Card – Victoria required (Construction White Card).
- Certified competency in Electrical Appliance Tag and Test desirable.

The College is committed to creating an environment where the wellbeing and safety of students in its care is paramount. Child Protection legislation applies and only applicants with a current Employment Working with Children Check and full work rights in Australia will be considered.

All Staff are expected to support and participate in the faith life of the College, including commitment to the College's Mission, ethos, and participate in ongoing professional development and learning.

Working at Parade College:

- Working within and around outstanding, grounds and facilities;
- Working with a collegial staff group;
- Staff Wellbeing Program including an Employee Assistance Program;
- Onsite allocated car park space;
- Staff gym;
- Salary packaging available;
- Pay and conditions set by a state-wide enterprise agreement, including monthly Rostered Day Off (RDO)
- The satisfaction of contributing to the educational development of our young people.

Application Requirements

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a good understanding of the role.

Applications must include:

- a **covering letter** addressing the **Key Selection Criteria** addressing your skills, qualifications and experience relevant to the role; together with
- a current **Curriculum Vitae**.

Applications close at 4pm, Friday 10 October 2025. *Applications will be considered as received and interviews may be held during the application period.*

Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.

This community is committed to the safety, wellbeing and protection of all children in our care.



PARADE COLLEGE

POSITION DESCRIPTION

Position Title	Buildings and Grounds Officer
Reports To	Principal, Business Manager, Property Manager

PRIMARY PURPOSE OF POSITION

The Building and Grounds Officer reports to and works in close collaboration with the Assistant Property Manager and Property Manager, ensuring that the College grounds, buildings, plant and equipment are well maintained, well presented, physically secure, compliant with all appropriate regulations and provide a safe environment for the College community. The College is committed to helping all students to thrive in the most conducive learning environment and values timely and effective pre-planning and the most productive use of its facilities and services.

STATEMENT OF DUTIES

Key Responsibilities	<p>Working closely with and supporting the Assistant Property Manager to maintain and manage the College buildings and facilities in a competent and skilful manner. Maintenance tasks may include but are not limited to:</p> <ul style="list-style-type: none">• Repairing breakages and damage (plaster, windows, doors, etc)• Undertaking maintenance and repairs of furniture and equipment both inside and outside buildings• General maintenance tasks as directed• To be aware of, and promptly respond to, any potential risks or safety hazards on or around the property• Ensuring all works are carried out in compliance with current legislative requirements, particularly WH&S• To support major functions/events of the College, including assisting at Working Bees• To assist with the shifting of furniture including transporting of items• To attend to maintenance tasks on a timely basis as required, to ensure buildings and facilities are in good working order• Ensure that the College's tools, machinery and vehicles (if appropriate) are maintained in good order and a secure location• Make recommendations that lead to cost savings and be "cost and security conscious"• To maintain the College grounds to represent a tidy, well-groomed territory• To maintain the upkeep of all roads, driveways and pathways throughout the College• To act responsibly and professionally at all times• Other duties as directed
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POSITION REQUIREMENTS

Qualities required	<ul style="list-style-type: none">• Ability to work with a minimum of supervision• Good interpersonal skills and ability to relate to all divisions of the College• Willingness to complete a task even if required to work outside normal scheduled hours• A commitment to ongoing professional development
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	<ul style="list-style-type: none"> • Commitment to the ethos of Catholic education and Edmund Rice education • Adaptability and ability to work effectively with a variety of people and manage difficult situations • Sound knowledge of the daily operations of a secondary College • Commitment to constant school improvement • Commitment to Child Safety protocols, codes of conduct, and ensuring that Parade is a safe school • Ability to work effectively and collaboratively in teams
Child Safety	<ul style="list-style-type: none"> • Be a suitable person to engage in child-connected work • Be experienced in working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards • Working familiarity with Child Safe requirements and expectations of VCEA PROTECT, EREA and VRQA • A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School
Selection Criteria	<p>The qualifications, experience, and skills required for the position ideally include:</p> <ol style="list-style-type: none"> 1. Considerable experience as a hands-on trades or maintenance person, with a trade certificate in either building, carpentry, or similar capacity; 2. Willingness and proven ability to undertake all aspects of building and facilities maintenance, including laboring, grounds work, repairs and maintenance duties as required; 3. Ability to problem solve and communicate professionally and effectively with members of the College community; 4. The capacity to work effectively in an educational environment, working to deliver timely solutions for classroom priorities; 5. A sound knowledge and understanding of legal obligations relating to Occupational Health and Safety; 6. High level of organisational and time management skills, including the ability work independently and within a team, without close supervision; 7. A current motor vehicle licence 8. A current MR licence (or willing to acquire)
TERMS AND CONDITIONS	
<ul style="list-style-type: none"> • Terms and conditions for this position are as outlined in the <i>Catholic Education Multi Enterprise Agreement 2022</i> for School Service Officers. Salary is dependent on trade qualification, skills, and experience. • The position attracts four weeks annual leave including one week to be taken during Christmas close period. • The position reports to the Property Manager and will need to be available to the Property Manager during specified periods leading up to the commencement of school and after school finishes/school holiday periods. • The position will, from time-to-time require attendance outside normal hours. Attendance at Open Day and Working Bees is compulsory with overtime paid. • The successful applicant would require a commitment to ongoing professional learning. The position requires the completion of an Annual Review Meeting. • All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act. • Applicants may be required to attend a medical examination to ensure any health issues will not be aggravated by the work involved in this position. • Applicants are required to pass a Working with Children Check and a National Police Record Check. 	