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## POSITION DESCRIPTION

**Position:** Caretaker

**Classification:** Grounds Person

**Reports to:** Facilities and Grounds Manager

**Tenure:** Part time

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The Caretaker under the direction of the Facilities and Grounds Manager is responsible for securing the college buildings and grounds, securing the boarding house facility, and ensuring the security systems are set at closing times of the college and boarding facilities, as required. The incumbent will be required to work independently during their scheduled working days.

**KEY RELATIONSHIPS:** Cleaning Supervisor, Staff, Facilities & Grounds Manager, Director of Corporate Services, Principal

The outline of this role is as follows:

### 1. MAIN RESPONSIBILITIES

- Securing the college in the evenings including locking buildings, gates and the boarding community as per weekly schedule
- Arming and disarming the college security system
- Onsite after hours point of contact for security patrols and security monitoring service
- Checking doors, windows, switching off lights and air conditioning systems, when and if required
- Report faults related to the lockup, perimeter fencing and gates etc... to the Facilities and Grounds Manager
- After hours point of contact for college staff
- Point of contact for boarding staff for afterhours emergencies
- Assist with school events set up and pack away when required
- Respond to maintenance issues as requested by the boarding staff and inform the Facilities and Grounds Manager
- Other duties as required

### 2. SELECTION CRITERIA

#### Essential

- Model and maintain the Catholic and Mercy ethos and traditions of the College
- Fit and able to carry out manual tasks in all weather conditions
- Ability to work under limited supervision
- Good interpersonal, written and oral communication skills
- Ability to work collaboratively as part of a team
- "C" Class driver's licence

### **Desirable**

- “MR” Class driver’s license
- Previous experience in a similar position

### **3. TERMS OF EMPLOYMENT**

- Salary to be annualized over the year based on weeks worked
- Evening and weekend work required
- Requirement to work rostered shifts and be flexible with hours
- Working with Children Check (WWC) required
- National Criminal History Check (As issued by the Department of Education WA)
- Be willing of undergoing training as directed by the Facilities and Grounds Manager

Date Reviewed: December 2025