



WEMBLEY CAMPUS

Playgroup – Year 9
61–63 Powis Street,
Wembley WA 6014

MAYLANDS CAMPUS

College Year 10–12
76 Seventh Avenue,
Maylands WA 6051

08 9387 5050

communityengagement@boldpark.com

www.boldpark.com

GROUNDS PERSON (Part Time – 0.4 to 0.6FTE)

Bold Park Community School (BPCS) is an independent school, with a philosophy based on the principles of the Reggio Emilia approach, which caters for students from Playgroup to Year 12, with campuses in Wembley and Maylands.

Reporting to

Sue Wyatt – Business Manager

Job Overview

The position involves managing the outdoor environment, working with contractors to maintain school grounds, and to assist with any maintenance and capital works. The position will involve a part-time load and is offered in the context of a growing school and will evolve over time. Based primarily at Wembley campus.

Role Description

- Day to day maintenance and upkeep of all buildings and grounds.
- Coordinate BPCS Capital Works program/s.
- Liaise with Telethon Speech & Hearing (Landlords) and Lake Monger Primary School (Neighbour).
- Manage BPCS yearly Maintenance Plan.
- Manage Maintenance Budget.
- Occupational Safety & Health Committee Member and comply with OSH practices.
- Coordinate contractors as required.
- Maintain and improve school grounds, buildings and utilities, plant and equipment, as well as the school vehicles as required.
- Security contact for school and after hours call/call outs.
- Lead Busy Bees as planned throughout the year (on Saturday mornings).
- Be active part of the staff community.
- Be active part of the administration team.
- Be flexible to accommodate dynamic educational programs.

Required Skills, Knowledge and Experience

- Positive interactions with key personnel.
- Planning and execution of Capital Works program/s.
- Maintain school annual Maintenance Plan.
- Responsible expenditure and managing of Maintenance Budget.
- Coordinate and attend Busy Bees as planned.
- Work cooperatively with the staff community.
- Work cooperatively the administration team.
- Attend monthly OSH Meetings and work cooperatively with OSH Team.
- National Police Check and Working with Children Check (each with 12 months validity).



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Key Tasks

- Daily unlocking of school and disarming of zones (usually between 6 30 and 7am)
- Daily visual of site whilst unlocking to assess any areas of concern – this is especially important in regards to toilets, hazards etc
- Daily check of the cleaners communication book
- Daily check of maintenance file and emails received from staff regarding maintenance issues and prioritising the list of jobs
- Daily locking of all school gates between 9am and 9 30am daily and unlocking these at pick up time
- Daily blowing/sweeping of pathways esp. around Early Childhood
- Daily visual along fence boundaries, esp. along rear sections of the school
- Fortnightly cleanout of EC water course/river and then refill with fresh water
- Weekly check that vehicles are filled with fuel, oil and water
- Monthly vehicle mechanical checks
- Regular liaison with neighbours TSH and LMPS

Applications may be sent to Sue Wyatt, Business Manager - business@boldpark.com with CV and Cover Letter Required.

The position will remain open until filled.

BPCS respectfully acknowledges the Whadjuk Noongar people as the traditional owners and custodians of the land on which our school is situated. We acknowledge their ancestors, who for many thousands of years gathered on this site to live, learn and grow. We are committed to honouring the Noongar people and their heritage by building our young people's connection to this land through the inclusion of indigenous knowledge and perspectives.