
ROLE DESCRIPTION

CASUAL GROUNDS & MAINTENANCE ASSISTANT



Classification	Educational Services (Schools) General Staff Award 2020 – School Operational Services – Level 1.1
Hours	Casual
Appointment Duration	Casual
Date Reviewed	September 2026

PREAMBLE

In 1957, a group of dedicated people brought St John Bosco's pastoral vision to Melbourne's rural Chadstone. Today, building developments and technological advancements communicate the College's commitment to progress, while our core pedagogical vision remains just as relevant as it was in 1957. Empowering young people to discover their own intrinsic goodness, while developing the skills and courage to express it in practical ways, is at the core of the Salesian Charism.

OUR VISION

A dynamic, joy-filled Catholic learning community, Salesian College inspires all boys to strive for excellence in the spirit of Don Bosco.

OUR MISSION

Salesian College Chadstone is a Catholic School for boys in the Salesian tradition. We welcome all boys and their families, celebrate diversity and promote relationships built on mutual respect. All in the community are treated as valued partners in laying the foundation for lifelong learning. We celebrate the achievements of all within an environment of joy and optimism. As a College, we are committed to building a caring community which:

- Ensures that a Catholic and Salesian ethos underpins all aspects of College life within an atmosphere of respect for all
- Promotes initiative, a spirit of enquiry and a desire to strive for academic excellence through innovative and supportive teaching
- Provides students and staff with every opportunity to develop all aspects of each individual
- Practises wise governance, strategic leadership and fair processes and
- Works in partnership with parents, families, past pupils, parishes, educational and ecclesiastical institutions and other civic agencies

OUR VALUES

Integrity | Respect | Belonging | Joy | Dynamism

All leadership positions in our Catholic school in the Salesian Tradition are designed to demonstrate the value it holds for the dignity of the human person, a culture of community and a commitment to social justice and service for the common good.

SALESIAN COLLEGE IS A CHILD SAFE SCHOOL IN ACCORDANCE WITH MINISTERIAL ORDER 1359

Salesian College provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning in accordance with Ministerial Order 1359 to ensure that everyone understands and is compliant in their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

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POSITION

The Casual Grounds & Maintenance Assistant supports the Facilities Team in maintaining a safe, functional and well-presented environment across the College's two campuses. The role contributes to the day-to-day care and presentation of college grounds, gardens and facilities while supporting the vision, mission and values of Salesian College Chadstone.

REPORTS TO

- Facilities Manager

RESPONSIBLE FOR

- N/A

COLLEGE TEAMS

- Facilities Team

KEY RESPONSIBILITIES

- Support the maintenance and presentation of college grounds, gardens and outdoor areas.
- Assist with general property maintenance and the safe operation of grounds equipment.
- Support event, assembly and classroom set-up and pack-down activities.
- Undertake work safely and in accordance with college policies and procedures.

KEY DUTIES

- Assist with mowing, watering, weeding, mulching, planting, pruning and general garden care.
- Keep grounds, paths and outdoor areas clean, tidy and well presented, including removing leaf litter and rubbish.
- Clean, store and care for hand tools and grounds equipment after use.
- Assist with basic repairs, moving furniture and equipment, and preparing spaces for college activities.
- Assist with sports-ground preparation and line marking when trained and directed.
- Report hazards, damaged equipment and maintenance issues promptly to the Facilities Manager.
- Undertake other reasonable grounds and maintenance duties as directed.

SKILLS, COMPETENCIES & QUALIFICATIONS REQUIRED

- Reliable, practical and positive, with a strong work ethic and willingness to learn.
- Ability to work cooperatively, follow instructions and undertake active outdoor work in varying weather.
- Gardening, landscaping, trade, grounds or maintenance experience is desirable but not essential; training will be provided.
- Current Victorian Driver Licence is desirable.

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- Current Working with Children Check and National Police Record Check, or willingness and eligibility to obtain both before commencing.

KEY SELECTION CRITERIA

The successful applicant will demonstrate evidence of:

1. A capacity to understand and support Catholic identity, Salesian charism and College values in all aspects of College life.
2. A commitment to Child Safety and the welfare of young people, with an understanding of relevant responsibilities.
3. A reliable approach, safe work practices and the ability to work effectively as part of the Facilities Team.
4. An interest in, or relevant experience with, gardening, grounds or general maintenance.