



POSITION ADVERTISEMENT

Title:	Grounds and Maintenance Officer
Area:	Facilities and Grounds
Full-time/part-time:	Full-time (1.0 FTE)
Commencement:	January 2026
Contract:	Permanent Ongoing
Terms and Conditions:	<i>Educational Services (Schools) General Staff Award 2020</i>

About us: Geraldton Grammar School (GGS)

Geraldton Grammar School is a thriving independent K-12 school in the Anglican Tradition, located in Geraldton on the stunning WA Coral Coast, a region renowned for its turquoise waters, pristine beaches, relaxed coastal lifestyle, and strong sense of community.

Our facilities team plays a vital role in ensuring our school remains safe, welcoming, and functional for students, staff, and visitors alike. Joining our team means becoming part of a forward-thinking school community dedicated to continuous improvement, environmental responsibility, and delivering the highest standards across all aspects of campus operations.

Child Safety Commitment

Geraldton Grammar School takes child protection seriously. All candidates for roles at Geraldton Grammar School are subject to screening and assessment against child safety standards as part of our thorough recruitment process.

About the Role:

The Grounds and Maintenance Officer plays a key role in ensuring the school's facilities and outdoor spaces are safe, well-presented, and functional. This hands-on position involves carrying out routine and ad hoc maintenance tasks, as well as grounds duties such as mowing, reticulation checks, and general upkeep. We welcome applicants with strengths in either area, maintenance or grounds, while valuing versatility across both. The successful candidate will take pride in their work, collaborate effectively within a team, and contribute to the smooth operation of our school environment.

Key Areas of Focus:

- Maintain and present school grounds, including mowing, reticulation checks, landscaping, and garden care.
- Perform routine and ad hoc building maintenance and repairs.
- Conduct regular inspections and preventative maintenance on facilities and equipment.
- Service and maintain grounds equipment (e.g., mowers, irrigation systems).
- Assist with setup for school events and functions.
- Contribute to planning and improvement of school grounds.

About you:

- Have experience as a property maintenance worker or handyman and/or ground maintenance.
- Demonstrated ability to work autonomously and as part of a team.
- Ability to withstand a physically demanding role, including 10,000+ steps on a daily basis.
- Good written and verbal communication skill.
- Have a current driver's licence (LR desirable).
- Be able to hold and maintain a Working with Children Check,
- Be able to hold and maintain a National Police Clearance.

How to Apply

If you are interested in applying for these opportunities, please include the following in your application:

- A covering letter addressing your suitability for the role based on the skills, knowledge and experience requirements outlined in the role description (Maximum 2 pages)
- Your current CV (Maximum 4 pages);
- Copies of your relevant qualifications and registrations;
- The contact details of three (3) professional referees, including your most recent line manager/s.

Applications should be forwarded via email to employment@gegs.wa.edu.au.

APPLICATIONS CLOSE AT 9AM ON FRIDAY 19 DECEMBER 2025.

The School reserves the right to appoint at any stage throughout the process.