ORAN PARK
ANGLICAN COLLEGE

General Hand – Grounds & Maintenance

Oran Park Anglican College is a vibrant learning community in one of the fastest growing areas of Southwest Sydney. Catering for over 1300 students Prep – Year 12 in modern purpose-built facilities the College has established its reputation as providing a respectful, joyous and collaborative learning environment with strong pastoral support. We value academic rigour, comprehensive and inclusive pastoral care, service-learning opportunities, thriving sporting programs and excellence in the creative and performing arts.

Position Summary

The key role of the General Hand is to provide grounds and maintenance support to the Property Manager.

Reports to:	Property Manager
Status and Hours:	Part Time (Annual), Permanent position Standard hours are 8.00 am – 4.00 pm, although an understanding is required that the role may require greater hours than this, including attendance at full staff meetings held each term and other after hour events (with notice).
Commencement Date:	January 2027 – exact start date to be negotiated.
Full Time Equivalent (FTE):	0.8 (4 days a week)
Dress Code:	A uniform is provided for this position.
Salary:	Determined based on the successful applicant's qualifications and experience.

Major Responsibilities

The General Hand will be responsible to the Principal through the Property Manager for:

- Grounds maintenance tasks including foliage control of the gardens and lawns.
- Handling, storing and distributing goods and materials.
- Facilitating venues set ups and movement of equipment as required.
- Assist with basic building maintenance.
- Ensure grounds are kept tidy including but not limited to picking up and placement of rubbish/recyclable materials in appropriate bins.
- At all times, work safely and not put personal or the health and safety of others at risk by their acts or omissions.
- Working collaboratively with other staff to promote the College's values: courage, curiosity, craftsmanship, collaboration and compassion.
- Assist with driving the College bus when required.
- Performing any duties as is required by the Principal or her nominees from time to time.

Essential Criteria

Essential criteria for this role include;

- Energetic and flexible with a reasonable level of fitness
- Demonstrated experience in grounds keeping and/or general building maintenance
- Ability to work individually and as a member of a team
- Time management skills
- Ability to take initiative and use discretion whilst undertaking routine duties as a general hand.
- Be a committed Christian and active member of a church.

Desirable qualifications

- Chemical Safety in Schools (or willingness to obtain)
- Pesticide and Handling Certificate
- MR License
- Test and Tag qualification

Additional Information

References: Provide three (3) referees one of whom should be the Minister of the Christian community you serve within, who can support your application.

Salary: In accordance with the Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025.

Child Safety: Oran Park Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

WHS: Oran Park Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff undertake annual WHS training. The successful applicant will be provided with their WHS responsibilities at the time of appointment.

Diversity and Inclusion: Oran Park Anglican College provides inclusive, culturally safe and child-friendly services for all students. The successful applicant will be required to comply with policy and training requirements.

Note: All positions evolve over time and as such, the position description should be viewed as a guide with the full expectation that other duties as required will be a natural part of the role. The role will continue to evolve in consultation with the Principal.

The Application Process

Applicants are required to:

- Complete the "Application for employment – Non-Teaching" form (found under the Employment tab on our website)
- Provide a 1-2 page cover letter which details your experience and demonstrates your ability to meet the essential criteria for this position, including a statement of personal Christian faith.
- Curriculum Vitae of no more than 4 pages

Please forward your application marked "Private and Confidential" to:

Mrs Naomi Wilkins
Principal
Oran Park Anglican College
Email employment@opac.nsw.edu.au
Website www.opac.nsw.edu.au

Applications will close on Friday 27 November.

Vision

We strive to be a vibrant learning community that impacts every member for Jesus, through life-changing, caring, quality Christian education.

Mission

We do this by growing a strong and sustainable College community that nurtures Christ-shaped values of courage, curiosity, craftsmanship, collaboration and compassion.