

Iona College Geelong Grounds and Facilities Manager

The Grounds, Maintenance, and Facilities Manager is responsible for the effective management, maintenance, and enhancement of the school's buildings and grounds. This role ensures that the school's facilities are safe, well-maintained, compliant with regulations, and supportive of a vibrant learning environment. The manager will oversee maintenance staff, contractors, and ensure compliance with health and safety

REMUNERATION SCALE:	To be Negotiated
FULL TIME EQUIVALENT:	Full-time – Monday to Friday, 7am to 3pm Category A – 4 weeks annual leave
REPORTS TO:	Business Manager

Key Responsibilities	
Facilities & Building Maintenance	<ul style="list-style-type: none"> Develop and implement a proactive maintenance schedule for all College buildings and facilities. Manage repairs, refurbishments, and upgrades as required. Conduct regular inspections to identify and address maintenance issues. Coordinate the use of external contractors and service providers. Ensure compliance with relevant building codes, regulations, and safety standards. Responsible for the compliance checking and rectification works related to the essential services register.
Grounds Management	<ul style="list-style-type: none"> Maintain all College grounds, including gardens, playing fields, and outdoor spaces to a very high level. Oversee landscaping, irrigation and general upkeep of outdoor areas. Implement a seasonal maintenance plan for College grounds. Ensure outdoor areas are safe and hazard-free for students, staff, and visitors.
Compliance, Safety & Risk Management	<ul style="list-style-type: none"> Ensure all facilities meet occupational health and safety (OHS) standards. Conduct risk assessments and implement corrective actions as required. Maintain an emergency response plan for facilities-related incidents. Ensure compliance with environmental and sustainability requirements. Keep accurate records of inspections, maintenance logs, and compliance reports.



Melbourne Archdiocese
Catholic Schools



Staff & Contractor Management	<ul style="list-style-type: none"> • Supervise and manage all maintenance and grounds staff. • Schedule work and allocate tasks efficiently. • Act as the main liaison with external contractors and service providers, ensuring work is completed to a high standard.
Resource & Asset Management	<ul style="list-style-type: none"> • Oversee the maintenance of College equipment, tools, and resources. • Implement an asset management plan for facilities and infrastructure. • Maintain inventory of supplies and equipment required for maintenance tasks.
Other	<ul style="list-style-type: none"> • Act as the first responder to out-of-hours issues that include storm damage, security concerns, contractor access, etc. This time is to be taken as in lieu time or paid as overtime, this is to be decided upon in discussion with the Business Manager. • The Facilities and Grounds Manager will, at times, be required to undertake other duties related to the role as directed by the Principal in consultation with the Business Manager. • Provide a fortnightly report to the Business Manager summarising key aspects of the performance of the Maintenance Department. • Be a member of the College OH & S Committee.
Professional Development	<ul style="list-style-type: none"> • Commitment to the ongoing professional development in your role. • Continue the development of ICT skills and technologies. • Participation in the Annual Review Meeting process. • Maintain professional competence and training. • Uphold professional standards expected of this role.
General	<ul style="list-style-type: none"> • Model and celebrate behaviours that reflect the values of Catholic Education and represent the College in a positive and professional manner. • Strive to achieve the College vision, mission, and goals. • Contribute to a culture that engenders transparency, responsibility, and accountability. • Attend all relevant directed activities and staff meetings. • Attend whole school events as directed by the Principal. • Undertake other duties related to this role as directed by the Principal, Deputy Principals, or Business Manager.
Key Relationships	<p>Internally</p> <ul style="list-style-type: none"> • Principal • Deputy Principals • Business Manager • Staff • Contractors

242 Horseshoe Bend Road
Charlemont VIC 3217

p: 03 5229 0004

e: reception@iona.vic.edu.au

iona.vic.edu.au



Melbourne Archdiocese
Catholic Schools



	<p>Externally</p> <ul style="list-style-type: none"> • Parents and visitors • MACS • VCEA • WorkSafe
Risk and Occupational Health and Safety	<p>Staff at Iona College Geelong will:</p> <ul style="list-style-type: none"> • Comply with legislated occupational health and safety practices and participate in consultative processes. • Observe safe work practices in accordance with training and instruction given. • Identify, report and where appropriate, action risks/hazards to eliminate or mitigate against the risk reoccurring (risks arising in the workplace may be financial, site, task or person specific or related to safety). • Promote and implement Occupational Health and Safety and risk mitigation processes within the College.

QUALITIES AND CAPABILITIES

Commitment to Catholic Education	<ul style="list-style-type: none"> • An understanding of the ethos of a Catholic school and its mission. • A commitment to Iona College Vision & Mission.
Commitment to Child Safety	<ul style="list-style-type: none"> • An understanding of child safety and appropriate behaviours when engaging with young people. • A willingness to obtain a Working with Children Check and National Police Record Check. • Be familiar with the legal obligations relating to child safety (mandatory reporting). • Demonstrate an understanding of Victoria's 11 Child Safety Standards.
Knowledge and Understandings	<ul style="list-style-type: none"> • A comprehensive understanding of the College's policies and procedures. • Use the appropriate avenues and resources when seeking support and clarification including when handling sensitive situations and information.
Skills / Attributes	<ul style="list-style-type: none"> • Show the capacity to provide leadership that is characterised by a desire for continuous improvement. • Familiarity with compliance requirements, including OH&S, building codes, and risk management. • Project management skills, including the ability to manage multiple priorities and deadlines. • Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures particularly those associated with the establishment of a new College.

242 Horseshoe Bend Road
Charlemont VIC 3217

p: 03 5229 0004

e: reception@iona.vic.edu.au

iona.vic.edu.au



Melbourne Archdiocese
Catholic Schools



	<ul style="list-style-type: none"> • The capacity to multi-task and pay close attention to detail in a timely and responsive manner. • The capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary. • Demonstrate well-developed interpersonal and communication skills and the ability to liaise and communicate effectively with others. • Willingness to undertake all roles associated with the management of the College with the knowledge that additional support will be provided as the College grows. • Have the ability to work effectively as a team member. • Demonstrate proficiency in the use of information and communication technologies, especially Microsoft Office system, database management and any online applications used at the College. • Demonstrate a commitment to ongoing Professional Learning. • Exemplary flexible service that has a heavy focus on a positive attitude that is there to help. • the capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary. • Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion and tact. • Knowledge and ability to use Microsoft applications. • The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the student services of the College.
<p>Experience and Qualifications</p>	<ul style="list-style-type: none"> • Demonstrated experience in managing grounds, maintenance, or facilities, ideally within a school or educational environment.
<p>Other Requirements</p>	<ul style="list-style-type: none"> • Valid Working with Children Check. • National Police Check. • Have Australian citizenship or permanent residency or hold a visa with appropriate working rights. • Comply with the Iona College Child Safety Commitment. • Current First Aid.

242 Horseshoe Bend Road
Charlemont VIC 3217

p: 03 5229 0004

e: reception@iona.vic.edu.au

iona.vic.edu.au



Melbourne Archdiocese
Catholic Schools



Contract & Conditions	Employment: Ongoing Commencement Date: March 2025 Entitlements under the Catholic Education Multi Employer Agreement 2022
Authorised by	Damian McKew- Foundation Principal
Date	January 2025

242 Horseshoe Bend Road
Charlemont VIC 3217

p: 03 5229 0004

e: reception@iona.vic.edu.au

iona.vic.edu.au