



Ballarat High School

POSITION DESCRIPTION **Grounds & Maintenance** **Co-ordinator**

TIME FRACTION	1.0 i.e. 38 hours per week
CLASSIFICATION	ES Level 1, Range 3 with 4 weeks Annual Leave
SALARY RANGE	\$79,500-\$96,750 approx
JOB TITLE	Grounds and Maintenance Co-ordinator
EMPLOYMENT PERIOD	31/08/2026 - ONGOING
JOB OPENING NO.	1536200
APPLY BY	12/08/2026

School Profile

Ballarat High School is a vibrant and inclusive government secondary school with a proud history dating back over a century. The school caters to approximately 1,500 students from Years 7 to 12 and offers a broad, challenging and future focused curriculum designed to meet the diverse needs and interests of our students.

Ballarat High School is a learning community where every person is valued, respected, and challenged as a learner. At Ballarat High School, we are guided by the core values of Pride, Respect and Responsibility, which underpin all aspects of school life. These values shape a positive school culture where students are encouraged to strive for excellence, take ownership of their learning and behaviour, and contribute meaningfully to their community.

We are committed to evidence-based teaching, student wellbeing and the ongoing professional growth of our staff.

With strong community connections, modern facilities and a culture of high expectations, Ballarat High School provides a dynamic environment where all students are supported to thrive.

Role Description

Ballarat High School occupies a significant site in Sturt Street West, Ballarat, and its buildings and grounds appearance contributes to the wider Ballarat community, in addition to the School community.

The School wishes this pride to continue for many future generations and the work of our Maintenance and Grounds staff are a key aspect of this. Full compliance with all statutory obligations and DE standards is also paramount.

Ballarat High School has, in addition to this Grounds and Maintenance Co-ordinator role, a full time Maintenance and Grounds Assistant and further assistance from other staff on a casual basis as required.

As an ES staff member, the range of duties may be expanded in the future in accordance with the ES Range 1 Level 3 Dimensions of Work.

Attendance is required during the school holidays periods. Annual Leave of 20 days per annum is provided. The VGSA provides ES staff with 10 weeks of Leave (4 weeks Annual, plus 6 weeks Additional). To compensate for relinquishing this Additional Leave, a Leave Purchase Allowance will be paid each fortnight.

Responsibilities

The following listed responsibilities are designed to be informative, but not exhaustive, as circumstances and requirements may change over time.

It should be noted that some heavy lifting maybe required in accordance with OH&S guidelines.

Buildings and Grounds

- Ensure all buildings and grounds are maintained to an acceptable standard and meet essential services requirements, are OH&S compliant and all necessary works are scheduled and completed on time, within budget and with minimal disruption to the daily operations of the school. It is also required that these programs and procedures are fully documented. Essential compliance areas include asbestos, fire, lifts, exit/emergency lighting, egress, pumps, filters etc.
- Undertake or arrange to be undertaken, all unplanned urgent works to the school facilities.
- Assist in the development and implementation of long-term maintenance/grounds plans and replacement of facilities.
- Manage and undertake the timely response to requests for maintenance assistance from staff.

Contractor and Supplier Management

- To support the provision of works associated with the buildings and grounds, this role is required to manage the engagement, induction, and service delivery of contractors.
- This may involve preparation of Scope of Works, source quotes and supervising the provision of the goods and services.

Administration

- In consultation with the Business Manager, develop, monitor and manage facilities budgets.
- Develop and maintain records in the DE Software AIMS, and other databases as required.
- Manage work orders/requests via Compass Issue Tracker or other software.

General

- Communicate and interact effectively with all staff, students and community members and uphold the school values of Pride, Respect and Responsibility.
- Other general operational tasks may be required, including assistance with external hiring, school events and functions, moving furniture and equipment, transport of goods to/from off site locations etc.
- Work with students undertaking work experience, placement or other alternate educational program may be negotiated.
- Comply with all appropriate OH&S and risk management procedures and actively encourage compliance by others.
- Assist in the identification of training needs, for self and others.
- Participate annually in Performance and Development Planning.

Key Selection Criteria

Applicants are requested to present a written response to the key selection criteria below:

1. Demonstrated ability to carry out repairs and maintenance to school facilities, both buildings and grounds (relevant trade qualification/training is desirable).
2. Demonstrated experience and skill in determining work priorities and their completion within expected timeframes, including flexibility to undertake emergency tasks when necessary.
3. Demonstrated ability to plan and implement small capital project works, including budget proposals, risk assessments and delivery.
4. Ability to work independently with minimal supervision, but also manage the work of other staff, contractors etc.
5. Knowledge of Occupational Health and Safety policies and demonstrated ability to implement these across a school environment.
6. Demonstrated ability to maintain software databases (e.g., AIMS) and all compliance record keeping as required.
7. High level interpersonal and communication skills, an ability to problem solve, take initiative and contribute positively to the Ballarat High School culture.

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at [Child Safe Standards: Policy | education.vic.gov.au](https://www.education.vic.gov.au/Child-Safe-Standards-Policy)

EEO and OHS Commitment

Applicants seeking part-time employment are encouraged to apply for any teaching service position and, if they are the successful candidate, request a reduced time fraction. Such requests will be negotiated on a case-by-case basis and will be subject to the operational requirements of the school.

The Department of Education (the department) is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms - gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the department. The department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and department workplaces. It is our policy to provide reasonable adjustments for persons with a disability (see [Workplace adjustment guidelines](#)).

Aboriginal and/or Torres Strait Islander applicants can contact Brett West, Yamatji man, in the Koorie Outcomes Division to talk about the recruitment process, the department and supports for Aboriginal and/or Torres Strait Islander people in the department. Mobile: 0477 726 801 or email on: brett.west@education.vic.gov.au.

Who May Apply

Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <https://www.education.vic.gov.au/hrweb/Pages/default.aspx>
- A current Working with Children Check.

DE Values

The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The departments Values complement each schools own values and underpin the behaviours the community expects of Victorian public sector employees, including those

who work in Victorian Government Schools. Information on the department values is available at:
<https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>

Conditions of Employment

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <https://www.education.vic.gov.au/hrweb/Pages/default.aspx>
- Have or able to obtain an "Employee" Working with Children Check.

Applications

Enquiries regarding the position can be directed to Mrs Lesley Thorpe 03 5338 9000.

Applications should be submitted via School Jobs Vic (formally Recruitment Online)

<https://www.education.vic.gov.au/hrweb/careers/Pages/advacsSch.aspx> or a copy of your application can be emailed to Mrs. Julie Pickering Personnel Manager, ballarat.hs@education.vic.gov.au marked Confidential Grounds and Maintenance Coordinator, by 11.59pm on the closing date.

Responses to the Key Selection Criteria and a Resume including the names of three (3) referees, their contact numbers and email addresses, must be included in the application.



If you need help to understand the information in this Job Description, please contact Ballarat High School on (03) 5338 9000 or ballarat.hs@education.vic.gov.au