



Property Team Member Role Description

Fulltime Role

Wycliffe Christian School together with Wycliffe Hope School is a Preschool to Year 12 co-educational Christian school located in the beautiful lower Blue Mountains. We are a learning community in which families and their children are able to flourish as they make the most of their God given talents and abilities. We are looking for a committed Christian of an evangelical persuasion who is active in their local church to join our staff team.

Essential Qualities

- Good communication skills
- Strong computer skills
- Fast thinker with ability to solve problems on their own
- Self starter and be efficient in time management
- Great fitness level
- Be thankful and a generally happy person who enjoys being around people
- Able to follow directions with their creative flare

Essential Qualifications

- White card
- A current AQF3 license

Desirable Qualifications

- Trade - carpentry, electrical, building, plumbing

Duties and Responsibilities

1. Assisting in general property maintenance

- Working for the Property Manager in general maintenance or project work including painting, carpentry, room refurbishment.
- Procurement of materials for repairs and maintenance.
- Assisting staff with set up and pack up of events.

2. Maintenance of school grounds

- Maintenance of school oval including mowing, watering, fertilizing, weed control, aerating and line marking as required.
- Maintenance of courtyards and paths including trimming tree branches and pruning plants, leaf blowing and pressure washing.
- Ensuring healthy trees; identifying dangerous or damaged trees to the Property Manager for assessment.
- Maintaining Asset Protection Zones surrounding the school infrastructure.
- Maintenance of school gardens including mulching, establishment of new gardens, irrigation, upkeep of appropriate planting.

3. Machine servicing and maintenance.

- Keep all machines in good working order and ready for use.

4. Other tasks may be assigned.

- Bus duty
- Emergency call out for security (after hours)
- Standing in for the Property Manager on occasion.
- Emergency clean up and repair of broken glass, sickness in toilets, storm and wind damage, etc.

5. WHS matters

- Maintain a safe workplace.
- Be aware of WHS issues and report any concerns to the Property Manager or Business Manager.

Commitment to a local church and the ethos of Christian education is essential. Applications should include a reference from a minister of the church you regularly attend.

To apply for this position, please download our Employment Application form available on the Employment page of the Wycliffe Christian School website - www.wycliffe.nsw.edu.au

Please submit the application to the School by email to jgray@wycliffe.nsw.edu.au
For further information, please contact the school on 02 4753 6422.

Interviews will be held as applications are received as we are looking to resolve staffing for 2023 as soon as possible.