



**20** CELEBRATING  
**Years**  
OF CHRISTIAN EDUCATION

# WOLLONDILLY ANGLICAN COLLEGE

PRE K - YEAR 12











## Maintenance/Gardener/Handyperson

The College is seeking applications from enthusiastic, loyal and hard-working Christians who have expertise in maintenance and/or gardening.

**Job purpose:** To work as part of the property team in ensuring that the College grounds and buildings are well maintained and presented to the highest of standards. Our Pre-K to Year 12 College is located approximately 1 hour south of Sydney CBD on a rural, 100 acre property.

**Reports to:** Property Manager

**Classification:** Maintenance Level 2 (negotiable based on experience) - Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021

**Status:** Permanent Full Time

### Personal skills, attributes and expectations:

It is expected that the Maintenance/Gardener/Handyperson worker will:

- Be a committed Christian who is growing in faith and actively involved in a Church
- Have good handyperson/maintenance and/or gardening skills
- Have an attitude of service to teaching staff and students
- Be a team-oriented person who fosters staff cooperation and commitment
- Have an eye for detail and initiative to keep the grounds and facilities in good order
- Be committed to collaboration across all levels within the College community
- Have strong communication skills
- Have a commitment to excellence
- Respect and understand the need for confidentiality

### Responsibilities:

The Maintenance/Gardener/Handyperson team responsibilities include:

- Maintenance of the College lawns, playing fields and gardens
- Maintenance of College facilities including repairs and adjustments of doors, locks and hardware
- Keeping all areas tidy including sweeping, picking up rubbish and emptying of bins
- Cleaning of outdoor equipment such as benches and paths
- Setting up and packing up the College Auditorium and other areas as required
- Traffic control for student drop off and pick up
- Assist the P&F with various fundraising events such as the College Country Fair

- Identify hazards and rectify them
- Receiving maintenance and cleaning requests from staff and action them asap
- Other duties as determined by the College Headmaster or Property Manager

**Minimum Qualifications:**

- Hold a current Working with Children Check
- Hold a medium rigid or light rigid truck or bus drivers' license or be prepared to attain one of these licenses if required
- Be willing to undertake further studies if required

**Applications:**

Applications should be submitted with:

- A completed "Application for Employment" and all documents/attachments listed in section 8 of the application
- A copy of your Curriculum Vitae (CV)
- Contact details for three supporting referees - character, Minister of the church you are currently attending, and professional

Applications should be emailed to: [employment@wac.nsw.edu.au](mailto:employment@wac.nsw.edu.au)

**Applications close Saturday, 18 March 2023**



# APPLICATION FOR EMPLOYMENT

Independent Schools NSW (Support and Operational Staff)  
Multi-Enterprise Agreement 2017

This application should be supported by a letter addressing the criteria/position requirements.

Permanent

Temporary

Casual

## 1. SCHOOL AND POSITION

Position of:

Name of School:

## 2. PERSONAL DETAILS

Surname:

Given name/s:

Preferred Name:

Title:

Date of birth:

Sex:

Former names (if applicable):

Permanent address:

Postcode:

Address for correspondence:

(if different from above)

Postcode:

Telephone numbers:

Private:

Work:

Mobile:

Email:

Country of Citizenship:

Australian Resident:

YES

NO

If NO, please attach copy of Working VISA

Church currently attending:

How long:

WWC Clearance Number:

WWC Expiry Date:

WWC Verification Date:

Office Use Only

### 3. EDUCATION AND TRAINING

#### SECONDARY EDUCATION

Highest Award	School Attended	Year of Award

#### TERTIARY EDUCATION

Name and Location of Institution	Years of Attendance	Award Conferred	Date Conferred

#### RELEVANT TRAINING OR DEVELOPMENT (in general, within the last 3 years)

Name and Location of Institution	Years of Attendance	Award Conferred (if applicable)	Date Conferred

### 4. EMPLOYMENT HISTORY

**PRESENT EMPLOYMENT:**

Name of Employer:

Address of Employer

Postcode:

Name of Manager:

Commencement Date:

Current Position:

Other Position(s) Held with Present Employer:

Current Salary:

**PAST EMPLOYMENT:** (in reverse order from most recent employer)

From	To	Name and Address of Employment	Full-Time/Part-Time/Casual	Years Completed

## 5. DECLARATION

Do you have any illness/injury/health problem that may render you unable to carry out the inherent requirements of the position?

Yes

No

*If you have answered Yes to the above question, please attach details.*

**I certify that the information provided by me in this application form is correct and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or the termination of any employment that may be offered.**

**APPLICANT'S SIGNATURE**

**DATE**

## 8. ATTACHMENTS

Listed below are documents relevant to your application. Please submit copies that have been verified as true copies of the original by either a Justice of the Peace or a Solicitor.

**Please note that copies are required of all applicable documents.** Please tick where attached.

1. '100 point' proof of identity (e.g. passport, birth certificate & licence/Medicare card)
2. Proof of citizenship / Australian residency (e.g. birth certificate, passport, visa)
3. Details of any relevant illness/injury
4. Working with Children Check Clearance number
5. Copy of Working VISA if applicable
6. Copy of COVID-19 Digital Certificate

***Please return my documents, as appropriate, if my application is unsuccessful.***

**How did you hear about this role?**





## Anglican Schools Corporation Employment Application Collection Notice

1. In applying for a position with Anglican Schools Corporation (ASC), whose operations includes schools that are listed on the ASC website ([www.tasc.nsw.edu.au](http://www.tasc.nsw.edu.au)), you will be providing ASC with personal information. We can be contacted at Level 3, 4-8 Woodville Street, Hurstville NSW 2220, 02 8567 4000, [enquiries@tasc.nsw.edu.au](mailto:enquiries@tasc.nsw.edu.au).
2. We collect your personal information directly from you (for example, your name and address or information contained on your resume). We may also collect it from other sources (such as your referees and the results of other background and working with children checks). We collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The [ASC Privacy Policy](#), accessible on the ASC website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which ASC has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or where ASC is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, having regards to the grounds for refusal, it would be unreasonable to provide reasons).
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to collect information under child protection laws. We may also collect personal information about you in accordance with these laws.
6. ASC may use online or 'cloud' service providers to store personal information and to provide services to ASC that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about ASC use of on online or 'cloud' service providers is contained in the ASC Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to ASC and why.

September 2021