

POSITION DESCRIPTION

Position name	School Labourer / Grounds Person
Classification	Level 1 – Scotch College Adelaide Enterprise Agreement 2024
Engagement	Full-time (38 hours per week, 48 weeks per year)
Line Manager	Maintenance and Grounds Manager
Key Relationships	This role works under the direction of the Maintenance and Grounds Manager and in collaboration with the Grounds Maintenance Supervisor, members of the Infrastructure Team, including Maintenance staff, Grounds staff and the Team Administrator.

Our Mission:

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC – 12 College that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co- curricular and service programs from ELC to Year 12.

Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Position Objective:

To provide reliable labouring support across both College campuses. The School Labourer / Grounds Person focuses on manual handling, site preparation and operational support tasks to ensure facilities and environments are safe, functional and well-presented.

Position Overview:

The School Labourer / Grounds Person is a hands-on support role within the College's Infrastructure Team, working across both the Torrens Park and Mitcham campuses.

Working as part of a close-knit team, the School Labourer / Grounds Maintenance Person collaborates with Infrastructure Team members to complete daily and scheduled work, contributing to the consistent delivery of a high-quality service to the College. Effective collaboration, clear communication and the ability to maintain respectful working relationships are critical to success in the role.

The role operates in a live school environment and requires a respectful, approachable manner, sound judgement and a strong sense of responsibility for completing tasks safely and to a high standard.

Scotch College Adelaide

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Key Responsibility Areas:

1. General Labouring Support

- Undertake manual labouring tasks in support of Maintenance and Grounds staff
- Assist with the movement, lifting, loading and unloading of materials, furniture and equipment across campus
- Prepare work areas and maintain tidy, safe and organised environments
- Undertake garden bed maintenance and paving.

2. Event/site set-up and pack-down

- Assist with the physical set-up and dismantling of College events
- Set up, prepare and pack down work areas for maintenance or grounds activities
- Move furniture, staging, marquees and equipment as required
- Ensure spaces are prepared in line with instructions and timelines
- Assist with site clean-up following works, including removal of debris and surplus materials

3. Waste Management

- Collect and dispose of general and green waste in accordance with College processes
- Transport waste to designated collection points
- Maintain waste and storage areas in a clean and orderly condition

4. Deliveries

- Receive, transport and distribute deliveries across both campuses

5. Work Health Safety and Wellbeing

- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable
- Read and adhere to all Scotch WHS guidelines and policies
- Act as back up to People and Culture Safety Warden as required.

Key Selection Criteria: Qualifications, Experience, Knowledge and Personal Attributes

Qualifications & Certifications

- A Class C Driver's Licence is essential
- A construction industry white card (CPCWHS1001) is highly desirable
- Attainment and maintenance of a valid Working with Children Check (WWCC) is essential
- Attainment and maintenance of the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) certification at the Masterclass level is essential
- Attainment and maintenance of the 'HLTAID012 Provide First Aid in an Education and Care Setting' First Aid certification is essential.

Experience and knowledge

- Experience in a labouring, manual handling or similar physically active role
- Demonstrated ability to safely perform manual handling tasks
- Experience working to instructions and completing allocated tasks within required timeframes



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- Basic familiarity with tools and equipment used in labouring tasks
- Understanding of safe work practices in a physical work environment

Personal attributes

- Capacity to work under minimal supervision
- This role may require the incumbent to at times work flexible hours to service the College's various activities, which may include occasional evening and weekend work.
- Understanding of safe work practices, particularly in relation to manual handling
- Reliable and able to work with minimal supervision once tasks are understood
- Strong work ethic and willingness to undertake physical, hands-on work
- Ability to follow instructions accurately and ask questions where required
- Able to work cooperatively within a team environment
- Efficient and organised in completing allocated tasks
- Friendly, respectful and professional demeanour

Conditions of Employment:

- Must be eligible to work in Australia
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Position employed under the terms of the [Scotch College Adelaide Enterprise Agreement 2024](#).

Finally

No position description can capture the complexity of tasks within a College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. The College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.

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