



KINROSS WOLAROI
— SCHOOL —

Grounds Labourer

Full Time - Ongoing

Candidate Information Pack

Closing Date: 2 September 2026

August 2026



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with over 1,000 students (including more than 330 boarders in Years 7 to 12), located in the regional centre of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit www.kws.nsw.edu.au.



POSITION DESCRIPTION

The Grounds Labourer is responsible for supporting the Grounds team in meeting its key objectives in order to ensure the ongoing and sustainable delivery of high quality Grounds for the School community.

The Grounds Labourer can expect to liaise with:

- The Operations Manager - Property
- Executive Director, Corporate & Governance
- Director, Human Resources
- Groundskeeper Leading Hand
- Staff
- External organisations including other schools

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Grounds	• Mowing lawns using ride on and push mowers • Whipper-snipping and edging of lawns and gardens • Using backpack blowers to blow leaves from buildings and pathways • Moving and emptying rubbish bins • Construction and maintenance of gardens and lawns including weeding, pruning, watering, spraying fertilizing and mulching • Use irrigation systems • Set up of events
Other Duties	• Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Operations Manager – Property and the Groundskeeper Leading hand.

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However in relation to this role, for practical purposes these functions are delegated to the Executive Director, Corporate & Governance. For day-to-day operational matters the position will be responsive to the directions of the Operations Manager - Property and the Groundskeeper Leading hand (the Supervisors).



SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Essential Knowledge, Skills and Attributes

- Ability to be self-directed, as well as succeed and thrive in a collaborative team environment.
- Excellent problem solving, organisational and time management skills.
- Strong communication skills.

Essential Professional Criteria

- Certificate II in Parks and Gardens or parallel desirable
- Demonstrated ability to contribute to a large and geographically diverse team
- Demonstrated commitment to customer service excellence
- Ability to work cooperatively with other areas of an organisation to achieve agreed outcomes
- Computing skills
- Current driver's licence
- Chemical application licence or willingness to obtain



Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.



APPOINTMENT CONDITIONS

Employment will be offered on the basis of a permanent, full-time role. The role is a full-time position and will require attendance on School business at a variety of locations. The hours of work are 7.00AM to 3.00PM Monday to Thursday and 7.00AM to 3.30PM on Friday. Some work outside these hours may be required.

Employment will be offered subject to a period of probation, defined as six months in accordance with the Fair Work Act 2009 (Cth).

Employment conditions are governed by the *Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 (CMEA)*, as amended from time to time, or any subsequent industrial instrument that replaces it. The position of Grounds Labourer is classified as School Operational Services Level 2.1 of the Enterprise Agreement. For a Full-Time Employee (FTE) in 2026, the total salary is \$62,836 (\$31.71/hour) per annum plus Superannuation at the SGC rate.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



APPLICATION

To make a confidential enquiry about the position, please contact the Human Resources Department on recruitment@kws.nsw.edu.au.

To apply for this exciting role, please submit the following to recruitment@kws.nsw.edu.au:

- **A cover letter** outlining your overall suitability for the position, including insights into who you are and what you have achieved during your career. Please ensure your cover letter addresses the Essential Knowledge, Skills and Attributes as well as the Essential Professional Criteria.
- **A Curriculum Vitae (CV)** clearly outlining your qualifications (including the institution and the date completed), career history, NESA & WWC accreditation, and current contact details.

Please include at least two referees at the end of your CV with their name, current position and contact details.

Referees will not be contacted without your prior agreement.

Preferred applicants will be screened in accordance with Child Protection legislation.