POSITION DESCRIPTION

GROUNDS & MAINTENANCE / BUS DRIVER

ABOUT THE COLLEGE

Victory Christian College is a Prep to Year Twelve College, which caters for individual needs and interests within a caring and disciplined environment. We provide a strong academic and diverse curriculum, which engages students and challenges them to achieve their best. At Victory, students are encouraged to develop a personal relationship with God and to understand that through this relationship, they have a life filled with purpose and promise.

Victory Christian College is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction, in a Christ centred environment in which the spiritual, academic, social and physical development of the individual can be fostered in harmony with the home and the church community.

We believe that the Bible, comprising the Scriptures in the Old Testament and New Testament, teaches the truth about essential beliefs of the Christian faith including who God is, who Humanity is, what the Gospel is and what response God requires from his people.

We believe that the ultimate meaning and purpose of life rests in Jesus Christ and His work on the cross. The College is a beacon of hope, built upon the foundation of the redeeming love of God through Jesus Christ.

The College plays an important role in the formation of students, at the invitation of their parents - in leading and nurturing them, spirit, mind and body, to lay hold of their unique purpose and potential in God's world, and to equip them for a life of fulfilment and significance. It is the aim of the College that graduating students will be transformational in their future callings and vocations.

The College is dedicated to continuous improvement and maintaining a high achieving learning environment. An expert and passionate staff implement a rigorous engaging curriculum, which enables and equips students to achieve academic success.

The well-resourced workplace at Victory has a strong and supportive team ethos. It allows staff to flourish professionally and personally and is characterised by encouragement, challenge and acceptance of the individual.

Our staff members share the College vision and are encouraged to continuously develop their own professional skills and faith, thereby being equipped to facilitate students' learning and personal growth.

COLLEGE VISION

Victory Christian College is committed to sharing Christ's love and pursuing academic excellence in a dynamic community, which fosters creativity and personal success.

Victory Christian College builds leadership, hope, compassion and self-discipline through a safe and nurturing environment.

CHILD SAFE STANDARDS

VCC is committed to creating and maintaining a child-safe and child-friendly environment, where children and young people are safe and feel safe. It is vital that we are diligent ambassadors for child safety as an expression of our Christian values and ethos.

Our approach to child safety, including our specific legal obligations, are detailed in our Child Safety and Child Protection Policies. All are available on the College Website:

https://www.vcc.vic.edu.au/policies-and-publications

POSITION DETAILS

Grounds & Maintenance Officer / Bus Driver: Full-time (rotating roster between 7:30am and 4:30pm).

DESIRABLE SKILLS AND QUALIFICATIONS

- Excellent interpersonal skills and capacity to build positive relationships with staff, students and parents
- Current Drivers Licence
- Current Medium Rigid Licence
- Current Working with Children Check
- No at-fault traffic accidents in the last 5 years
- Previous experience driving heavy vehicles
- Professional manner and appearance.

DUTIES

- Communicate effectively and professionally with staff, students, parents, contractors, and visitors
- Unlock school and activate heating and cooling as required
- Maintain the presentation of the College through rubbish collection, leaf and debris removal, and general grounds upkeep
- Operate and maintain light machinery and equipment, including ride-on mowers, tractors, chainsaws, and other grounds maintenance equipment
- Clean and maintain College vehicles, pathways, and outdoor surfaces using appropriate equipment, including pressure washers.
- Undertake maintenance tasks, including basic repairs, painting, general plumbing, and other handyman duties
- Perform gardening and landscaping duties to maintain attractive and safe outdoor environments
- Assist other members of the Maintenance and Cleaning teams as required
- Assist Administration staff with archiving and the movement of furniture and equipment and supplies
- Support the setup, pack-down, and preparation of College events
- Follow safe work practices and actively contribute to a safe and healthy workplace
- Comply with all relevant legislation, policies, procedures and codes of conduct including WHS Policy, Child Safe Policy, Child Safe Code of Conduct and Privacy Policy
- Contribute to and promote strategies that support a positive and child safe learning environment
- Undertake other duties as directed by the Operations Manager, Fleet Manager, Head of Campus, or their delegate.

REMUNERATION

Time Fraction: Full-time (38 hours per week – rotating roster between 7:30am-4:30pm)

5 weeks annual leave with option to buy-back an additional week.

Victory Christian College is a respondent to the Educational Services (Schools) General Staff Award 2020. Employer Superannuation contributions (12%) and other entitlements as listed under this Award. Grounds and Maintenance salaries are paid at 20% above Award rates. Staff may salary sacrifice additional Superannuation.

Award Classification: Level 4.1 (plus VCC 20%): Commencing Salary $73,768.

COMMENCEMENT DATE

Monday 11th January, 2027.

APPLICATION PROCESS

Applicants are asked to submit the following:

1. Please submit the following via email (careers@vcc.vic.edu.au):
    - Letter of introduction
    - Current Curriculum Vitae
    - The email and telephone contact details of four referees (two professional, two personal)
    - Signed Child Safety Code of Conduct Declaration
    - Proof of Working with Children check clearance
2. Complete the Application Form in Google Forms: Click here to access the Application Form

APPLICATION SUBMISSION

Applications close **Monday 16th November, 2026 at 9.00am.**
Applications to be emailed to careers@vcc.vic.edu.au

INTERVIEWS

Shortlisted applicants will be invited to attend an interview.

INFORMATION RELEVANT TO THE ROLE

Please read these documents before submitting your application:

- Conditions of Employment
- Victory Christian College Statement of Faith