



Facilities General Hand

JOB OVERVIEW

The Position

Scotch College is seeking a hands-on Facilities General Hand to join our Facilities team supporting a large, well-maintained campus.

If you're looking for a stable, full-time role with consistent hours, variety, and a supportive team environment, this is an opportunity to step out of high-pressure site work into a role with genuine work-life balance.

Why join us?

- Full-time, permanent role (40 hours/week)
- Monday to Friday, 7:00am – 3:30pm (no shift work)
- Up to 6 additional gifted days per year
- Daily morning tea and lunch provided during term time
- Uniform, safety boots and PPE supplied annually
- Supportive, well-resourced Facilities team (~20 staff)
- Secure, long-term employment in a respected school environment

About the Role

Working across our 22-hectare campus, you'll support the day-to-day maintenance and operations including:

- General maintenance (painting, carpentry, basic plumbing and repairs)
- Assisting with event setup and pack-down (furniture and equipment)
- Supporting tradespeople and contractors onsite
- Grounds and building upkeep
- Deliveries, collections and general site support
- Responding to maintenance requests via our helpdesk system

A full job description can be found on our website: <https://www.scotch.wa.edu.au/employment/working-at-scotch>

About You

To be successful, you'll be someone who:

- Has experience in maintenance, facilities or trade support
- Enjoys practical, hands-on work and takes pride in quality
- Can work independently and as part of a team
- Has a positive, reliable and professional approach
- Holds a current manual driver's licence

About Scotch

Scotch College in Western Australia is one of Australia's leading independent schools, with a 125-year-old history of academic excellence. Nestled in leafy Swanbourne on 22 spacious hectares, the College caters for 1500 students from Pre-Kindergarten to Year 12, including over 120 boarders from across the world.

We are an International Baccalaureate (IB) World School that offers a learning programme based on the Western Australian and Australian Curriculum and a choice in Years 11 & 12 of three pathways: WACE, VET or IB Diploma. Scotch College weaves longstanding traditions and Christian values with contemporary education to foster global citizens. We are well-known for our incredible breadth of education and our supportive community.

We believe in lifelong learning and offer all staff boundless opportunities to build new skills and develop their career. Each day at work, you will access advanced technologies, work within state-of-the-art facilities, and collaborate with staff who are leaders in their areas of expertise. Discover our abundant staff benefits at <https://www.scotch.wa.edu.au/employment/working-at-scotch>.

Application Information

Applications should be submitted via the SEEK website with a cover letter addressed to the Headmaster and your current resume. Cover letters should be a maximum of one page addressing why you would like to work at Scotch College as a Facilities General Hand and what you would bring to the role.

The successful candidate will be required to provide evidence of a current Working with Children Check (WWCC), or be willing to apply for one, and a National Police Clearance.

Scotch College takes child protection seriously. All candidates for roles at Scotch College are subject to screening and assessment against child safety standards as part of the recruitment process.

Further information can be found on the Scotch College website: www.scotch.wa.edu.au/view/employment

Applications close: 9am, Wednesday, 1 July 2026

Enquiries regarding application process

Emma Kinsey, People & Culture Advisor
Tel: 9460 6653 Email: People@Scotch.wa.edu.au

Enquiries regarding expectations and conditions of the position

Matt Luton, Facilities Manager
Tel: 9383 6920 Email: Matt.Luton@scotch.wa.edu.au