

Facilities Officer**Ongoing, Part-time 0.60FTE
Commencing Term 3 2026****About Us**

Newman College is a Catholic PK–12 school educating in the Marist tradition, with an enrolment of approximately 1850 students. We are committed to fostering a vibrant, supportive, and future-focused learning environment. Our operations—spanning learning, wellbeing, and community engagement—are underpinned by professionalism, innovation, and contemporary practice.

At Newman College, you'll join a supportive, forward-thinking community grounded in the Marist tradition. We foster collaboration, professional growth, and a strong sense of community. Staff also enjoy an active social culture and access to onsite facilities, including the pool and weights room, to support wellbeing.

About the Role

Facilities Officers are responsible for carrying out day to day duties with the College's buildings and maintenance program including general repairs and maintenance, cleaning, waste removal and security. The role works as part of the Facilities and Maintenance Team, supporting school operations through maintenance activities, event set-up, and ensuring a safe, clean, and well-presented environment. The position also requires compliance with workplace health and safety standards, effective teamwork, and a commitment to supporting the College's values and child-safe culture.

About You

You take pride in your work, and have a practical, solutions-focused approach. Whether you have experience in a similar role or hold a relevant trade qualification, you are adaptable, reliable, and willing to tackle a wide variety of tasks. You value being part of a close-knit team, contribute positively to workplace culture, and are committed to maintaining high standards of workplace health and safety. You currently hold, or are willing to obtain, relevant safety certifications (such as a White Card and industry licences) and are dedicated to supporting a child-safe environment, including obtaining the required Working with Children Check and Nationally Coordinated Criminal History Check.

To Apply

Your application must include:

- **Cover Letter:** Maximum of two (2) pages outlining your suitability for the role.
- **Curriculum Vitae:** Relevant work history should outline duties and responsibilities, FTE (average) and dates/periods of each position. ***CV must include three (3) referees, one of which is your current line manager.***
- **Pre-Screening Documents:** Provide copies of your current WWC, TRBWA Registration and evidence of working rights in Australia (Visa/Citizenship) where applicable.
- ***Incomplete applications will not be considered***

Applications close 24 August 2026 at 5:00 p.m.

We encourage you to apply as soon as possible as we reserve right to close this vacancy early. Please direct any enquires to employment@newman.wa.edu.au

Challenge — Collaborate — Create — Celebrate