Trinity College
GLADSTONE
Living - Learning - Community

Application for Employment



Non-Teaching Employment Application

Name of applicant	
Position being applied for	Operations Team – Maintenance/Handyperson

Please complete all sections in the application

Please also send with:

- A Cover page
- Your Resume or Curriculum Vitae
- A reference from your minister or pastor
- Blue Card (paid)
- Certified copies of photo ID and all relevant qualifications

Maintenance Handyperson – Permanent Part-Time

Trinity College Gladstone is seeking a reliable, practical Maintenance Handyperson to join our Grounds and Maintenance team, starting in January 2027. The role works across both our Primary Campus at 4 Archer Street and our Secondary Campus at 25 Derby Street, Gladstone.

Our current handyperson is retiring from full-time work, so the successful applicant will have a short handover period alongside them to learn our sites, systems and routines.

About the role:

You will keep both campuses safe, secure and in good working order, handling day-to-day repairs and maintenance jobs as they come in. Duties include:

- Repairing and maintaining doors, locks, latches, hinges and door closers
- Basic plumbing: taps, toilets, cisterns, leaks and blockages
- Painting and patching walls, fences and fixtures, inside and out
- Minor carpentry and repairs to furniture, shelving, noticeboards and fittings
- Assembling and installing furniture and equipment, and moving furniture for events
- Responding to maintenance requests prioritising urgent jobs
- Identifying hazards and reporting work that needs a licensed tradesperson
- Supporting the wider Grounds and Maintenance team as needed
- Travelling between the Primary and Secondary campuses during the day

Your hours will be offset from the rest of the team so the college has maintenance cover through to the end of the school day.

Attributes:

Essential

- **Faith Requirement:**
  As a Christian Independent school, all staff are expected to hold and model an active personal faith in Jesus Christ and be actively involved in a local church community.
- Proven experience in general handyperson or maintenance work
- Practical skills in door hardware and locks, basic plumbing and painting
- A trade certificate or Certificate III in a relevant area, or an equivalent combination of experience and training
- A current Queensland Blue Card (Working with Children Check), or eligibility to obtain one before starting
- A current driver's licence, for travel between campuses
- Good physical fitness and health, including the ability to lift, climb ladders and work on your feet throughout the day
- Able to work independently, manage your own job list and use good judgement
- A safety-first approach and awareness of working in a school environment

Desirable

- Experience in a school or similar busy site

General Skills:

The Applicant will be expected to:

- Communicate effectively with adults and students.
- Work as a member of a team.
- Maintain professional relationships with students, parents and staff.
- Honestly and persistently carry out self-evaluation of all aspects of his/her role.

Responsibilities:

Provided below are the general responsibilities for all employees at Trinity College.

- Maintain a high standard of work.
- Implement the school's Christian values and philosophy and other aspects of college life in a natural and spontaneous way that will foster faith.
- Demonstrate a willingness to contribute to the spiritual growth and fellowship of Trinity College.
- Attend worship and staff devotions as specified in the Employment Contract.
- Meet all school timelines.
- Attend in-service courses and out of hours school functions as required by the College.
- Be punctual on all occasions as far as possible, forwarding appropriate apologies when necessary.
- Be responsible with confidential matters.
- Maintain accurate records.
- Be aware and supportive of College Workplace Health and Safety (WHS) requirements.
- Carry out work practices in accordance with current Workplace Health and Safety requirements.
- Perform other duties as required.

Development:

We support our staff to keep growing in their roles. The successful applicant will have access to:

- A paid handover period working alongside our experienced handyperson
- On-the-job training in the College's sites, systems and safety procedures
- Professional development opportunities relevant to the role
- Support to gain or renew relevant certifications, such as first aid or working at heights

Remuneration:

Employment	Permanent part-time (around three days per week)
Start date	Monday 11 January 2027, including a handover period with our current handyperson
Hours	Days that complement our existing part-time handyperson, finishing around 4:00pm. Days and hours are negotiable.
Location	Primary Campus, 4 Archer Street, and Secondary Campus, 25 Derby Street, Gladstone
Pay	Trinity College remunerates above the national Award. Remuneration for this role will be between $63,800 and $74,000 per annum (full-time equivalent, pro-rata for part-time hours), based on fit for the role. Classified under the Educational Services (Schools) General Staff Award 2020, Level 3 (School Operational Services Grade 3).
Appraisal & Review	Appraisal and review will occur annually.

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APPLICATION FORM

Section 1: Personal Information

Personal particulars													
Title:	☐	Mr.	☐	Mrs.	☐	Ms.	☐	Miss	☐	Dr.	☐	Rev.	☐	Ps.
Full Legal Name:														
Address:														
Email Address:														
Phone Number(s):								Preferred Time to Call:						
Marital Status:														
Nationality:														
Date of Birth:														
List any professional profiles, websites, social media you maintain:														

Current Employer				
Employer Name:				
Position:		Role:		
Phone Number:				
Do you consent to your current employer being contacted?	☐	Yes	☐	No
Do you consent to your previous employer being contacted?	☐	Yes	☐	No

Employment History			
Company	From	To	Responsibilities

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Career Aspirations:
Describe your career goals, over the next five years?

Qualifications (Please include year levels/ subjects qualified to teach)

Section 2: Christian Faith

Church Community				
Are you a member of a Church?	☐	Yes	☐	No
Name of Church you attend:				
Denomination:				
Minister's / Pastor's Name:				
In what capacity do you serve in your church?				

Give a brief account of your conversion and Christian experience?

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How does being a Christian impact your daily personal and professional life?

What do you believe is the unique function of Christian Staff in a Christian school?

Section 2: Christian Faith continued

What principles guide you as a Christian working at Trinity?

What is your understanding of the Holy Trinity and how it operates?

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Section: 3 Skills/ Competencies

In your application you will need to address each of the criteria providing evidence of current experiences. In your responses provide enough detail to unpack each of the criteria, as these responses frame the shortlisting process. Each criteria response is to be a short snapshot of how you are the best fit for the position.

Describe your proficiency and professional development around ICT and technology:

List any special interests and/or educational advantages you may have:

Outline your motivation for applying for this job:

In your role, what areas are you currently developing in and why?

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Section 4: Referees

If there needs to be more referees listed than the spaces provided below – please provide on a separate page:

Professional Referee				
Name:	Phone Number:			
Email:				
Relationship to person:				
Have they been informed of your application for this role?	☐	Yes	☐	No

Professional Referee				
Name:	Phone Number:			
Email:				
Relationship to person:				
Have they been informed of your application for this role?	☐	Yes	☐	No

Professional Referee				
Name:	Phone Number:			
Email:				
Relationship to person:				
Have they been informed of your application for this role?	☐	Yes	☐	No

Professional Referee				
Name:	Phone Number:			
Email:				
Relationship to person:				
Have they been informed of your application for this role?	☐	Yes	☐	No

In forwarding the names of referees, you are acknowledging that Trinity College Gladstone only holds personal information for the purpose of the job application. You acknowledge that we will do any relevant reference checks and obtain relevant information from past employers and/or other parties you provide particulars for. This will be done in an ethical and legal manner.

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Section 5: Declaration / Undertaking

I understand that in providing this employment application I agree to the following:

1. I certify that the information given in this application and my curriculum vitae is to the best of my knowledge correct. I understand that this may be verified.

2. In accordance with the Privacy Act, I authorize Trinity College to obtain further information from the referees listed in this application and consent to the referees disclosing such information to the College.

3. I authorize Trinity College to make enquiries as they see fit in relation to my application and consent to the disclosure of information to Trinity College by such persons of whom enquiry is made on matters pertinent to the job description and teaching role.

4. Have you ever been convicted of an offence against the law (excluding minor traffic violations.)?

   ☐ YES ☐ NO - If 'yes' please supply details below.

5. I confirm that I have no pre-existing medical condition that may be aggravated by undertaking work associated with this position.

6. I understand that falsification of any details associated with this application may lead to the termination of my contract.

Name:		Date:	
Signature:			

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Section 6: Confession of Faith

The Confession of Faith of the School is as follows:

(a) We believe in the Divine inspiration, the infallibility and supreme authority of the Old and New Testaments in their entirety and that the Holy Spirit so moved the writers that what they wrote are authoritative statements of truth.

(b) We believe there is one God in whom there are three equal Divine Persons revealed as the Father, the Son and the Holy Spirit and who of His own sovereign will created the heavens, the earth and all that is contained within the Universe.

(c) We believe the Lord Jesus Christ is the eternally existing, only begotten Son of the Father, conceived by the Holy Spirit and born of the virgin Mary. As God He became flesh and dwelt among us: as man He was God.

(d) We believe all men are in a fallen sinful and lost condition through the rebellion of Adam and Eve who were created without sin and in this state of depravity are helpless to save themselves and are under the condemnation of God to eternal punishment in Hell.

(e) We believe that salvation from the penalty and consequence of sin is found only through the substitutionary atoning death and resurrection of the Lord Jesus Christ.

(f) We believe it is the Holy Spirit alone who convicts men of sin, leads them to repentance, creates faith within them and, regenerates and fills those who believe in the Lord Jesus Christ as Lord. It is the indwelling Spirit who bestows the Gifts of the Spirit and manifests the Fruit of the Spirit in the believer.

(g) We believe Christ died for our sins, was buried and the third day rose from the dead. That He appeared to man who touched Him and knew His bodily presence and that He ascended to His Father.

(h) We believe the Lord Jesus Christ will return in person with His saints and that the full consummation of the Kingdom of God awaits His return.

(i) We believe those who have been regenerated by the Holy Spirit will receive a resurrection body at the return of Jesus Christ and be forever with the Lord while those who have not believed will be resurrected to stand at the Judgement Seat of God to receive His judgement and eternal condemnation to Hell.

(j) We believe in the actual existence of Satan who is the father of all evil and opposed to God although ultimately subject to the purpose of God and destined to be confined in Hell.

(k) We believe the Church is the Body of Christ composed of all believers in the Lord Jesus Christ which finds its visible manifestation in the local community of believers and ministers through the co-operative exercise of God-given gifts by the entire membership. Each local community of believers is competent under Christ, as Head of the Church, to order its life without interference from any civil authority.

Name:		Date:	
Signature:			

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Section 7: TRINITY COLLEGE STAFF LIFESTYLE AGREEMENT

INTRODUCTION

Trinity College is established on the belief that the Bible is the inspired and authoritative word of God. We use the Bible as our sole standard of faith, truth and practice. The Bible provides the framework for all truth and is a foundation upon which our decision making is based. Our College Aims, Vision, Purpose, Motto, Mission Statement and Core Values reflect our Statement of Faith. Our Statement of Faith informs our internal and public documents, including policies and procedures, which shape our understanding of the lifestyle values that staff at Trinity College are required to respect and maintain.

1. All staff at Trinity College, regardless of their role, are required to conduct themselves in a manner consistent with the Statement of Faith upon which the College is based and the corresponding ethics, principles and beliefs.

2. It is a requirement of employment that all staff at Trinity College are practicing Christians. Staff are required to regularly attend a Christian church and to participate in staff devotions and staff prayer as required by the College.

3. Staff are required to refrain from acting in the course of their work, or in doing something connected with their work, in a way that they know or ought reasonably to know is contrary to the Statement of Faith of Trinity College.

4. Sexual intimacy is to be expressed within the covenant of marriage between one man and one woman. Staff are required to uphold this teaching in their conduct. Employees of the College are to live a lifestyle that is compatible with the College's Statement of Faith.

Where it is known that any staff member acts contrary to the requirements of the above agreement, the Principal will call upon the staff member to account for their actions. Actions which contradict the Statement of Fath of the College would be regarded as having occurred if a staff member were to act in a way that brought disrepute upon the College. This may include actions that are incompatible with their faith responsibilities towards their professional colleagues, students or College families. The College will follow due process, including an attempt at restoration and may also initiate disciplinary measures including termination.

I hereby affirm my understanding of and acceptance of the above requirements. U understand that continuing employment at Trinity College requires my ongoing adherence to these principles which are reflected in the Statement of Faith of Trinity College Gladstone.

Name:		Date:	
Signature:			