

A PLACE WHERE
STUDENTS ARE

*Nurtured
to Thrive*



HILLS
CHRISTIAN
COMMUNITY
SCHOOL

GROUNDS & MAINTENANCE MANAGER FULL TIME PERMANENT ROLE

Candidate Information



THE ROLE

Grounds and Maintenance Manager

Hills Christian Community School occupies 19 acres within the picturesque Adelaide Hills. Students are immersed in nature which stimulates and inspires both creativity and curiosity. The unique backyard of the school allows the learning environment to extend beyond the four walls of the classroom into a space where students can learn, grow and play with nature. We strive to bring joy to education by re-establishing connection with the natural environment and promoting a curriculum which advocates sustainability.

The Grounds and Maintenance Manager plays a crucial role in our school's commitment to providing a clean, safe, and visually appealing environment. This leadership position is responsible for overseeing and coordinating all aspects of groundskeeping, landscaping, and facility maintenance. The individual in this role will ensure that our physical spaces are well-maintained contributing to a welcoming atmosphere.

We are looking for candidates:

- Who will support the Vision of the School as stated in the Constitution
- Whose personal Christian faith, is reflected in his/her daily living
- A commitment to a team environment
- A pleasant, welcoming and receptive personality
- Well organised
- An ability to work independently and learn quickly
- Ability to lead a dedicated team
- Who is able to be flexible and capable of fulfilling a variety of duties





WELCOME

To Hills Christian Community School

We are delighted that you have expressed interest in joining our school community. At Hills Christian Community School, we strive to provide a nurturing and inclusive environment where both students and staff can flourish. We believe in the power of education to transform lives, and we are committed to delivering excellence in both academic and character development.

Our employment process is designed to ensure that we select dedicated individuals who align with our values, possess the necessary skills and qualifications, and have a passion for education.

As you embark on this journey, we want to assure you that we are committed to making the process transparent, fair, and thorough. We will evaluate each candidate's application and qualifications carefully, seeking individuals who not only meet the requirements of the position but also demonstrate a commitment to our school's mission and vision.

Throughout the employment process, you can expect clear communication, timely updates, and a supportive environment. We understand that this can be an exciting yet challenging time, and we are here to assist you every step of the way.

Our dedicated team is eager to learn more about your experiences, skills, and aspirations. We look forward to getting to know you through our interviews, assessments, and conversations. We believe that the right people make all the difference in creating a vibrant and thriving school community, and we are excited about the possibilities that lie ahead.

Thank you for considering Hills Christian Community School as your potential employer. We appreciate the time and effort you invest in this process. Should you have any questions or require further information, please do not hesitate to reach out. We wish you all the best in your application and look forward to speaking to you soon.

Mr Tony Fielke
Principal



ABOUT HILLS

Vision and Values

HILLS strives to enable children to learn and grow to achieve their potential by providing an individualised and purposeful student-centred curriculum that inspires creative risk-takers and collaborative, entrepreneurial problem solvers who have a passion for lifelong learning and service to others.

Planted in Christ - Develop a personal understanding and application of the Christian Faith, while assisting each student to discover and develop their God given strengths and gifts.

Growing with Nature - Conserve and support a sustainable learning environment, understanding and utilising nature to enrich student wellbeing.

Nurtured to Thrive - Develop a caring school community that respects diversity and values fellowship by celebrating each student, their gifts and their contribution.

HILLS is a Christ centred school community where culture is expressed through **The HILLS Way** (Take Care of Yourself, Take Care of Others and Take Care of this Place.) The Values that shape **The HILLS Way** are Respect, Integrity, Courage, Empathy and Pursuit of Excellence.

Our Mission

Our mission is to help children learn and grow to achieve their potential through:

- Acknowledging that Jesus Christ and his teachings are central to the purposes of this school
- Assisting each student to discover and develop their strengths and gifts
- Developing a caring school community that respects diversity and values fellowship
- Assisting students in developing a personal understanding and application of the Christian faith
- Providing a foundation upon which students can develop discernment, wisdom and leadership qualities
- Preparing students for on-going learning and fulfilling lives in a world of rapid change
- Fostering the development of positive relationships and interpersonal skills
- Valuing each student and their gifts and contribution.

Governance and School Structure

HILLS is governed by a School Board whose role is to serve God by upholding the Christian values and the Constitution of the Association on which the school has been established.

The HILLS Executive Leadership Team works collaboratively to implement and oversee the Vision and Values of the school. The Executive Leadership Team consists of the Principal, Head of Primary, Head of Secondary, Business Manager, ELC Director, Director of People, Culture and Operations, Director of Teaching and Learning, Director of Christian Faith and Director of Student Wellbeing.



OUR STORY

ELC to Year 12 One Campus School

HILLS opened in February 1983, in the former Verdun Primary School premises situated on Onkaparinga Valley Road, Verdun. The school has grown in enrolments from modest numbers to an enrolment of over 600 from the Early Learning Centre to Secondary School.

HILLS is a non-denominational School which was established by parents who desired a good standard of education for their children in a caring, environment, where Christian values and principles were actively supported and nurtured.

HILLS has no formal links to any particular church or denomination but maintains close informal links with all local Christian churches. The school is open (as far as its resources shall permit) to all students regardless of their parents' economic status and church affiliation, provided that the parents can genuinely support the aims of the school. During the last 15 to 20 years, HILLS has developed significantly to become a school of choice within the Adelaide Hills. The staged developments have included :

- Opening of a purpose-built Early Learning Centre (ELC) for 3 ½ to 5 year old pre-schoolers, together with Out of School Hours care facilities and car park.
- The construction of a Multi-Purpose Hall, which incorporates a full-size basketball court, extensive kitchen, Performing Arts classroom and three instrumental music rooms.
- Four general purpose classrooms across Sandow Lane.
- In January 2013, HILLS commenced a Secondary School at Oakbank with a Year 8 class. In 2020, the completion of a purpose built Secondary learning spaces at Verdun allowed HILLS to become a 'One Campus' ELC to Year 12 learning community.
- Purchasing the adjoining nine acre property which includes Onkaparinga River frontage, five undeveloped acres across the river and a historic house for our students and staff to enjoy. Through partnerships with local authorities and ease of access to the natural environment, the school has developed a strong focus on nature play and environmental studies.
- An extension to the Administration building opened in 2014.
- The aforementioned historic house was renovated and refurbished to provide a wonderful, engaging and exciting learning space for students. The Centre, known as *Rivermont*, is now delivering an innovative teaching and learning program that includes an exciting *Garden to Kitchen* program. The students agree that it is a great space and a privilege to work in.
- Extensive planting and re-vegetation to develop natural playgrounds and environmental learning spaces.
- In 2018, the purchase of a five acre property adjacent to the school that is now the home of our newly developed Secondary School.
- Currently under development is a brand-new middle school building, with music centre, opening mid-November ready for the start of 2024 school year.

[Click here for more information.](#)



ELC AT HILLS

A Place of *Exploration*

Hills Christian Community School Early Learning Centre provides a strong foundation for children, preparing them for future schooling and instilling a lifelong love for learning.

The Hills Christian Community School Early Learning Centre is a nurturing and enriching educational environment designed for children in their early years. The ELC offers a comprehensive program that focuses on fostering the holistic development of children aged from 3 ½ .

At HILLS ELC, we believe that early childhood is a critical stage in a child's development, where foundations for lifelong learning are established. Our dedicated team of educators creates a safe, inclusive, and stimulating environment that promotes exploration, creativity, and a love for learning.

The ELC curriculum is thoughtfully designed to meet the developmental needs of young learners. It encompasses a broad range of experiences, incorporating play-based learning, structured activities, and intentional teaching strategies. We aim to cultivate a love for learning, develop essential skills, and foster a sense of curiosity and wonder in each child.

Through purposeful play and interactive experiences, children at HILLS ELC engage in language and literacy development, numeracy skills, social and emotional growth, physical development, and creativity. We provide a balance of child-initiated and teacher-guided activities, ensuring that each child's individual needs and interests are met.

Our team of experienced educators understands the significance of strong partnerships with families. We actively encourage parental involvement and communication, recognising the important role parents play in their child's early learning journey. We value collaboration, sharing insights and observations to ensure a consistent and supportive approach both at school and at home.

HILLS ELC embraces Christian values and principles, incorporating them into our daily practices and interactions. We aim to create a loving and respectful environment where children learn about faith, compassion, and kindness.

In addition to the academic curriculum, HILLS ELC offers a range of extra-curricular activities and experiences, including music, physical education, and excursions, which further enrich the learning journey of our young learners.

We are dedicated to nurturing each child's potential, fostering their individual strengths, and equipping them with the skills, knowledge, and values needed for a successful and fulfilling educational journey at HILLS.



PRIMARY SCHOOL

A Place to *Thrive*

HILLS Primary is a learning community that is endlessly fascinated by the infinite potential that is within every child.

Hills Christian Community School Primary School is an enriching and vibrant environment dedicated to providing a high-quality education for students in their Primary years. HILLS Primary School offers a supportive and nurturing environment where students can grow academically, socially, and spiritually.

We believe that the Primary years are a crucial foundation for a child's educational journey. Our team of dedicated educators is committed to creating a stimulating and inclusive learning environment that fosters a love for learning, critical thinking, and personal development.

Our Primary School curriculum is thoughtfully designed to provide a balanced education. Through engaging teaching methods and hands-on activities, we aim to inspire curiosity, encourage independent thinking, and develop essential skills for future learning.

Character development and spiritual growth are integral aspects of the HILLS experience. We emphasise the importance of values such as respect, integrity, courage, empathy and a pursuit of excellence, promoting a positive and respectful school culture. Through age-appropriate lessons, assemblies, chapels and service projects, we strive to instill in students a strong moral compass and a sense of social responsibility.

HILLS Primary provides a supportive and inclusive community where students can thrive. We offer a range of extracurricular activities, including sports, performing arts, lunchtime clubs, and leadership opportunities. These activities enhance students' individual development, fostering teamwork, creativity, and personal growth.

We are dedicated to preparing students for a successful transition to Secondary education and beyond. We strive to empower them with a strong academic foundation, a growth mindset, and the values necessary to become responsible and compassionate citizens.

Hills Christian Community School is committed to providing an outstanding educational experience that integrates academic excellence, character development, and spiritual growth. We are passionate about creating a positive and nurturing environment where each child can thrive and reach their full potential.





MIDDLE SCHOOL YEARS 7-9

A Place of *Inspired Learners*

A distinctive phase in a child's education, the HILLS Middle School provides a stimulating learning environment, where students are challenged to become the best they can be.

In a world full of disruption, uncertainty and formidable change, we aim to educate creative, lateral, divergent thinkers who value relationships and are calculated risk-takers, with the critical thinking skills to understand diversity. Extensive programs, wide co-curricular offerings and a rigorous curriculum embody a Middle School Philosophy that at its core, values relationships, curriculum, pedagogy and resources.



This philosophy statement is intended to:

- clarify key characteristics and developmental needs of Middle School students
- enunciate key objectives of the Middle School at HILLS for helping to meet the students' needs
- inform practices and procedures at HILLS for the future.

The years in the HILLS Middle School are about recognising what happens in the world and equipping our students with the skills they need to work effectively in the senior years.

WILKINS PROJECT

The Wilkins Project is an authentic project-based learning methodology that was developed to meet the needs of all HILLS students in Years 7 to 10. Recognising that the first years of secondary schooling mark a significant time in an adolescent's development, we have created a program that allows time for exploration of personal interests, and enables the growth of self-identity. [Click here for more information.](#)

THE RITE JOURNEY

A key feature to our Year 9 Curriculum is The Rite Journey which is an established year-long program that integrates healthy rites of passage to prepare students for their transition into adulthood.

PEDAL PRIX

The Middle School Pedal Prix program was established by a team of students as part of the Wilkins Project. The school now runs three trikes, including an all- girls team. [Click here for more information.](#)

CAMPS

The Year 7 cohort have traditionally completed a Camel Trek in northern South Australia, the Year 8 class have ventured to Robe for the South East Coastal Experience while the flagship camp for all Middle School students is the Tasmanian Wilderness Experience that is completed as part of their Year 9 studies.



SENIOR SCHOOL YEARS 10-12

A Place for *Future Discovery*

HILLS endeavours to teach, guide and encourage students to become vibrant scholars who are able to learn independently, respect the rights of others, who are willing to serve the community and be passionate about life.

The education opportunities at HILLS help students to excel by giving them the tools to explore their inner strengths, strive for their goals and achieve high academic results. Our School has an excellent reputation for developing students to be the best version of themselves ready for future opportunities and challenges. Our students are known, nurtured and encouraged to not just settle for the ordinary... they will learn to be extraordinary!

The seeds of intrinsic motivation are nurtured as students gain independence and are given the trust and respect to take responsibility for their learning.

In Year 10 students commence their three-year journey towards SACE Accreditation. This year marks the culmination of their Wilkins Journey, where students entrepreneurship skills are put to the test. Students embark on a challenging service adventure on Kangaroo Island, and are presented with numerous co-curricular activities including the annual Ski Trip and Generations in Jazz for those with a passion for music.

Year 11 students have an extensive choice of subjects to select from for their pathway to University, TAFE or the workforce. We also assess the General Capabilities of the Australian Curriculum. Working with Melbourne University and the SACE Board of SA, we are now on our 4th year of a journey in developing a Learner Profile that will complement the assessment records of each student.

Year 12 at HILLS is a special year for all students. We encourage students to challenge themselves in their studies, to develop as leaders and pursue areas of interest. Students undertake several leadership retreats, and the year culminates with a celebration breakfast and Senior Formal. Students also have the opportunity to consider a range of co-curricular activities including the School Musical and the Japanese Immersion Experience.





HOW TO APPLY

Guidelines for Preparing the Application

The written application must include the following:

1. **Application Form** including 3 referees, preferably one of whom is a Pastor.
2. **Cover Letter** outlining the applicant's interests in undertaking the advertised position (maximum one A4 page).
Addressed to:

The Principal
Hills Christian Community School
PO Box 120
Verdun SA 5245

3. **Curriculum Vitae** including a summary of qualifications and positions held with key achievements
4. **Key Selection Criteria Summary** as outlined in the Role Description (maximum two A4 pages)
5. **Supporting documents:**
 - Copies of all academic transcripts / qualifications
 - Current Teachers Registration (if applicable)
 - Working with Children Check
 - Responding to Abuse and Neglect and First Aid Certificates
 - Copy of Driver's License

Applications to be emailed to employment@hccs.sa.edu.au

A short-listing process will take place after applications close and interviews will be held soon after. If there are any questions regarding the position or the application process, please contact the HR Department on employment@hccs.sa.edu.au or phone 08 8388 7811.



Selection Process

The selection panel regards the selection process as a confidential two-way communication process involving applicants and the panel.

The selection panel reserves the right to contact relevant referees contained in the application form. Applications that are incomplete, or do not address the matters listed above, may not be considered further.

Applicants will be selected for interview by the selection panel based on assessment of their written application.

Applicants selected for an interview and possible Facecruit will be provided with additional information prior to the interview.

Applicants should be aware that interviews will be conducted at the Hills Christian Community School on dates to be determined by the selection panel. Interviews with interstate applicants may be conducted via an online video conference. The respective merits of each of the applicants will be assessed against the Pre-requisites and the Key Selection Criteria. The panel will use the Selection Criteria to assess each applicant's written application, responses to questions asked at the interview, and performance on any other task which may form part of the selection process.

The selection process will be conducted by the selection panel with complete confidentiality.





HILLS

CHRISTIAN
COMMUNITY
SCHOOL

CHRIST | NATURE | NURTURE

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