



Position Title:	Facilities - Gardener
Prepared:	February 2020
Reports to:	Facilities Manager
Prepared by:	Head of Human Resources

Position Purpose

As member of the College's Facilities staff, the primary function of this role is to ensure that the College grounds are kept clean, neat and tidy. This person will have a good eye for detail and experience in maintaining and updating gardens across the College.

Position Status

Permanent part time position, three days per week with the possibility to increase to full time.

This role attracts four weeks' annual leave plus shut down days, usually four per year. These are the days between Christmas and New Year and the day before cup day in November. Staff are encouraged to take their leave within twelve months of it falling due.

At the present time the Facilities staff usually work a 40-hour week, from 7.00am until 4.00pm, Monday to Friday and have a total of 13 rostered days off per year. Due to the part time nature of this role, these conditions will be prorata.

Reporting Relationships

The Gardener reports to the Head of Grounds, then to the Facilities Manager and ultimately the Principal.

Duties & Essential Job Functions

- Pest and disease management
- Weed management
- Exceptional Plant maintenance knowledge
- Hedging, general pruning
- Irrigation knowledge and installation
- Operation of tools and equipment
- Maintenance of tools and equipment
- Installation of small Landscape projects
- Maintenance of vertical gardens
- Assist with lawn care duties

Other responsibilities as required

- Assist with the set-up and pull-down of College assemblies and other College functions
- Perform all tasks as instructed by the Facilities Manager & Head of Grounds

- Good interpersonal skills with both students and adults are required, having a courteous manner towards the whole College community
- Have a proactive, flexible and enthusiastic attitude to work
- Ability to adapt in a busy and dynamic environment
- Demonstrate a high level of responsibility, accountability and initiative
- Have proven ability to effectively coordinate day to day tasks
- Enjoy working in a team environment.

Any other tasks as deemed appropriate.

Knowledge, Skills & Qualifications

- Level 3 or above in Horticulture/Parks and Gardens
- Garden maintenance and management experience
- Current Employee Working With Children's Check

Risk Management, Health & Safety

- High regard for safety issues: the incumbent must maintain a reasonable level of fitness and be prepared to lift items within OH&S guidelines
- Adhere to and implement all working practices and procedures with all College policies.
- Monitor and take full care of health and safety of self and others.
- Participate, where required, in the resolution of safety issues.
- A uniform is provided, and it is expected to be kept in a clean condition. Neat grooming in terms of dress, language and behaviour is expected.

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive;
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
 - Accountability – we do our work with honesty, integrity and enthusiasm;
 - Performance – we perform to the best of our ability;
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

Child Safe Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.