



## POSITION DESCRIPTION

POSITION:	Gardener
DEPARTMENT:	Facilities
CAMPUS:	Corio Campus
REPORTS TO:	Grounds Supervisor
DIRECT REPORTS:	Not Applicable
EMPLOYMENT STATUS:	Full time - Ongoing
CLASSIFICATION:	GGS Operations Salary Scale A3
APPROVAL:	January 2026

### WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

**Bostock House** (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

**Toorak** (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

**Corio** (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

**Timbertop** (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

## **Facilities Department**

The Facilities Department is responsible for maintaining, servicing and developing the physical amenities at the Geelong Grammar School. It carries out the following functions: building maintenance, grounds maintenance and development, waste removal, security and traffic management.

## **POSITION OBJECTIVE**

The Gardener is responsible for the maintenance and development of Geelong Grammar School's Corio campus grounds as part of the School's Facilities Department. The Gardeners role also includes supervision, direction and training of any apprentices or assistant gardeners and to create and implement an ongoing work program in conjunction with the Grounds Supervisor. Due to the nature of this position some work outside of the normal working hours may be necessary to meet work demands.

## **KEY RESPONSIBILITIES**

The Gardener is responsible for, but is not limited to the following key tasks and functions:

- The recognition of cultivated plants and their cultural requirements.
- To identify problems of plant health, soil condition and irrigation faults and the ability to resource relevant information.
- The implementation of correct Horticultural procedures and practices to maintain landscapes (Hard & Soft) within the school to the highest standard.
- In conjunction with the Grounds Supervisor, maintain and develop the School's landscapes in accordance with the master plan.
- Developing ongoing work programs in conjunction with the Grounds Supervisor.
- Safe operation and maintenance of relevant machinery, irrigation systems, and other plant equipment as required.
- Management and distribution of organic and synthetic chemicals and fertilisers.
- Ensure that work is carried out in a safe manner having due regard for the health and safety of themselves, fellow workers and all other users of the School grounds.
- Correct use of all Personal Protective clothing and equipment and used only for the purpose stated in the guidelines.
- Continue to develop individual skills and knowledge to maintain best work practises.
- Assist other members of staff as required to complete set tasks.

## **ORGANISATIONAL RELATIONSHIPS:**

### **Internal Liaisons**

- Leadership Team
- Operational staff – Corio campus

### **External liaisons**

- Visitors to Corio campus
- Suppliers and Contractors

## **KEY SELECTION CRITERIA:**

- Must be trained in horticulture with practical experience in the maintenance of large-scale public gardens.
- Must hold a current drivers licence.
- Must be able to work independently and have vision to formulate work programmes according to priority.
- Must have good verbal and written communication skills.
- Must have extensive diagnostic skills being able to identify problems of plant health, soil condition and irrigation faults.
- Interest and passion for new landscape and garden designs.

## **QUALIFICATIONS AND EXPERIENCE:**

- Completion of a Trade Certificate, Associate Diploma in Horticulture or equivalent.
- Ability to recognise cultivated plants and their cultural requirements.
- Competency in Horticultural, Arboricultural and Turf procedures.
- Competency in the use and maintenance of specialised machinery and equipment.
- Ability to install and maintain reticulated Irrigation systems.
- Must be proficient in the use of Chemicals.
- Current Victorian Drivers Licence.

#### **Desirable**

- Current Level 2 First Aid Certificate.
- Elevated Work Platform, Front End Loader, Backhoe, Forklift Licence.
- Previous experience working in a school or similar environment and/or large-scale gardens

#### **COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:**

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

#### **OUR COMMITMENT TO STUDENT SAFEGUARDING**

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

The School's Student Safeguarding Framework, which includes the Student Safeguarding Strategy, Student Safeguarding Policy and Student Safeguarding Code of Conduct, is available on the [GGS website](#), under 'Student Safeguarding'. The School's expectation is that all staff members (and School Community members) comply with the Student Safeguarding Framework policies and procedures and the [Child Safe Standards](#), as applicable to their role. Any queries in respect of this Framework or the School's expectations should be directed to [safeguarding@ggs.vic.edu.au](mailto:safeguarding@ggs.vic.edu.au).

#### **WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK**

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.

#### **OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS**

- The incumbent will likely to be required to work public holidays which fall during Term time, where the School is operational.
- The Attendance at School events, such as family day, is encouraged.
- This position reports to the Grounds Supervisor and may, at times, provide supervision and guidance to the Parks and Gardens apprentice.