



# POSITION DESCRIPTION

## Gardener

### POSITION OBJECTIVES

Work collaboratively within the Grounds team, and other staff to support the preparation, maintenance and presentation of the College ovals gardens and grounds equipment across all campuses.

### KEY RESPONSIBILITIES

<b>Leadership</b>	<ul style="list-style-type: none"><li>• Be responsible for the achievement of the College vision and goals</li><li>• Contribute to establishing and maintaining a supportive school environment</li><li>• Manage and uphold the St Kevin's image and brand with an emphasis on punctuality, appropriate language, personal appearance and consideration towards others</li></ul>
<b>Groundsperson</b>	<ul style="list-style-type: none"><li>• Ensure that the College ovals, gardens, grounds and equipment are maintained in a safe and attractive condition at all times.</li><li>• Maintenance of College ovals and lawn areas – mowing, whipper snipping, line marking, spraying and watering.</li><li>• Maintenance of garden beds – planting, weeding, trimming and watering.</li><li>• Assist with the set up of sports ovals and cricket wicket preparation.</li><li>• Maintain tennis courts and other external courts and pathways – sweeping and collection and disposal of rubbish.</li><li>• Assist with the maintenance and cleaning of machinery and equipment.</li><li>• Cleaning of drains and roadway gutters.</li><li>• Other duties may include duties at our other campuses.</li></ul>
<b>Building and maintaining relationships</b>	<ul style="list-style-type: none"><li>• Maintain open communication channels with the Grounds Manager and the Grounds team.</li><li>• Work collaboratively with the College Grounds team.</li></ul>
<b>Child Safety</b>	<ul style="list-style-type: none"><li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li><li>• Assist in the provision of a child-safe environment for students</li><li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li></ul>
<b>General Duties</b>	<ul style="list-style-type: none"><li>• Abide by the St Kevin's College Code of Conduct</li><li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li><li>• Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal</li><li>• Be available to work on Friday evenings to 7pm and Saturdays when required.</li><li>• Other duties as directed by the Principal. This may include working across other campuses.</li><li>• The College reserves the right to alter this position description as required to reflect emerging priorities.</li></ul>

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**SELECTION CRITERIA**

<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>• A demonstrated understanding of the mission and vision of the College</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be a suitable person to engage in child-connected work</li> <li>• Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check</li> </ul>
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Certificate 3 in Horticulture – Parks and Gardens</li> <li>• First Aid certificate</li> <li>• Anaphylaxis Awareness training</li> <li>• Drivers licence</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team with the ability to cultivate credibility, respect and honesty</li> <li>• Presents a professional and positive demeanour and is a solution orientated person</li> <li>• Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility</li> <li>• Proven ability to think creatively</li> <li>• Strong collaboration, conflict resolution, negotiation and persuasion skills</li> <li>• Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities</li> <li>• Ability and willingness to accept policy directives</li> </ul>