



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

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

St Kevin's College Ltd.

ABN 31 659 900 026

Heyington

31 Moonga Road
Toorak 3142

9822 0911

Waterford

20 Darlington Parade
Richmond 3121

9421 4319

Glendalough

75 Lansell Road
Toorak 3142

9827 9808

St Peter's ELC

581 Toorak Road
Toorak 3142

9822 0911

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.

SELECTION CRITERIA

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

St Kevin's College Ltd.

ABN 31 659 900 026

Heyington

31 Moonga Road
Toorak 3142

9822 0911

Waterford

20 Darlington Parade
Richmond 3121

9421 4319

Glendalough

75 Lansell Road
Toorak 3142

9827 9808

St Peter's ELC

581 Toorak Road
Toorak 3142

9822 0911