



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION: Gardener/Sports Turf Maintenance
REPORTS TO: Grounds Manager
LOCATION: All campuses

PURPOSE

The Gardener/Sports Turf Maintenance provides support to ensure the School's grounds and ovals are well presented and maintained.

SCHOOL OVERVIEW

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with a student population of nearly 3,000. The Kindergartens and Junior School (Boys) are located in Essendon, the Junior School (Girls) in Moonee Ponds and Gottliebse House (Middle School Boys), McNab House (Middle School girls) and the co-educational VCE section of the school, the Larkin Centre, are located in Keilor East. The school also has sportsground facilities at Keilor Park and a school camp at Eildon.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic program is complemented by a diverse co-curricular program of Drama, Dance, Music and Sport.

The school actively promotes the safety, wellbeing and participation of all students, including supporting children from culturally diverse backgrounds and those with individual needs and encourages every student to thrive in the classroom and beyond.

SCHOOL VALUES

RESPECT: We acknowledge the dignity and intrinsic worth of individuals and our world. We demonstrate fairness, kindness, and an awareness of diverse perspectives, recognizing the impact of our actions on others.

EXCELLENCE: In education and all that we do, we pursue the highest standards with focus and a commitment to continuous growth. We embrace challenges, learn from mistakes, and cultivate a culture of mastery and exceptional outcomes.

ACCOUNTABILITY: We act with integrity and take responsibility for ourselves, others, and the world around us. We demonstrate honesty, reliability, and ethical behavior in all we do.

CURIOSITY: We learn and grow through questioning, exploring, and deepening understanding, simulating wonder and innovation. We value intellectual engagement and lifeline learning.

HEART: We show kindness, courage, and empathy in our actions and relationships. We stand for what is right, support others, and build meaningful connections based on trust and compassion.

POSITION CONTEXT

The Gardener/Sports Turf Maintenance is directly responsible to the Grounds Manager and Facilities Manager and responds to request from Heads of Section, as required. The Gardener/Sports Turf Maintenance are based at each campus but regularly work across all campuses. Whilst primarily related to gardening and sports turf maintenance, the Gardener/Sports Turf Maintenance can expect to perform various general labour and basic maintenance duties to meet the needs of the school.

As a member of the Facilities team which includes gardeners, carpenters and handypersons who are located across all campuses, the Gardener/Sports Turf Maintenance works cooperatively with colleagues and school community members and supports the school's aims, values, policies and procedures and the philosophy of a school associated with the Uniting Church.

POSITION GUIDLEINES

Key responsibilities include:

- Maintaining a high quality of presentation of the gardens, lawn areas, sportsgrounds and/or facilities. This includes using accredited trade skills in areas such as horticulture, gardening and/or sports turf maintenance.
- Preparation and planting, ensuring plants are suitable and safe for the school community.

- Applying fertilisers, fungicides, herbicides and insecticides as required.
- Mowing, cutting and trimming plants, weeding, removing cuttings, raking leaves, etc.
- Watering plants and assisting with the sound operation of the irrigation systems.
- Routine maintenance of turf, synthetic grass, and other play surfaces as required.
- Operating, maintaining and adjusting turf equipment.
- Cleaning and inspecting gardening equipment and machinery after each use and reporting any problems to the Grounds Manager.
- Preparing ovals for other sports as required including line marking, installing and removing goals etc.
- Assisting the team with other horticultural, landscaping and general maintenance tasks, particularly outside the cricket season.
- Assisting the team with driving school buses for student travel/excursions and driving other vehicles as required.
- Work in a safe manner that complies with school policies, OHS requirements and legislated standards, and in particular support Child Safe Standards.
- Follow all safety protocols and regulations when operating equipment and handling chemicals.
- Perform routine maintenance and repairs on equipment as necessary.
- Collaborate with the team to ensure the overall appearance of the sports fields and turf areas meets the school standards.
- Ensuring appropriate soft fall materials are in playground areas.
- Performing basic outdoor maintenance.
- Cleaning leaf materials from gutters/drains/culverts, as required.
- Collecting bins/emptying bins as required.
- Reporting all hazards to the Grounds Manager in accordance with school protocols.
- Work in a cooperative manner as a member of the Facilities team. This may include assisting with setup and dismantling of school events (e.g. School assemblies, Sports Days, Craft Market, student examinations), which may include provide traffic marshalling, equipment and furniture relocation, occasionally and as required.
- Support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.
- Perform other duties as required.

SELECTION CRITERIA

You will be able to demonstrate the following knowledge and skills:

- Appropriate qualifications (eg. gardening, horticulture or turf management).
- Relevant experience in landscaping and maintenance of gardens, lawns and sports grounds .
- The ability to operate equipment (eg. mowers, tractors, front end loader, turf roller, chainsaws and hedge trimmers).
- The ability to work independently and as part of a team, develop good working relationships and communicate effectively and respectfully.
- Experience operating and maintaining turf maintenance equipment.
- Strong attention to detail and commitment to quality work.
- Good organisational and time-management skills.
- Physical ability to perform manual labor and operate equipment and work outside in various weather conditions.
- An understanding of and commitment to safe storage and handling of chemicals, including pesticides, herbicides, fungicides and fertilizers.
- An understanding of and commitment to working in a manner that supports student and staff safety and wellbeing.
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds.
- A strong work ethic and willingness to perform varied duties as required of the team.
- A current driver's licence, satisfactory Working With Children Check and Criminal Record Check are requirements of this position.
- A medium rigid heavy vehicle licence or a willingness to obtain it would be an advantage.

CONDITIONS

- As per the Educational Services (Schools) General Staff Award 2020
- Hours of Work: 40 hours per week to enable 1 RDO per month, to be taken at a time as agreed
- Mondays to Fridays, noting additional weekend work may be required to support school needs. Usual work hours of work will be 6.30am – 3pm .

CONCLUDING REMARKS

The position description should not be seen as limiting and is open to review, by negotiation, by either party.