



POSITION DESCRIPTION

Gardener

POSITION OBJECTIVES

Work collaboratively within the Grounds team, and other staff to support the preparation, maintenance and presentation of the College gardens and grounds 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
Gardener	<ul style="list-style-type: none"> Ensure that the gardens are maintained in a safe and attractive condition at all times. 'The gardens' includes all garden beds, courtyards, quadrangles, walkways and surrounds, gutters, drains, car parks, lawns trees and shrubs. Pruning, edging, blowing of leaves, hedge trimming, cleaning garden beds of rubbish and mowing as required. Preparation and maintenance of all garden areas including irrigation systems. Safe application of chemical treatments, fertilizer and sprays as required. Employing safe work practices at all times, overseeing the condition and cleanliness of the garden areas and garden sheds. Help with the moving of cricket wicket covers and setting up for College events. Other duties as directed by the Grounds Manager or Business Manager.
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 EREA 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 Business Manager or Grounds Manager. This may include working across other campuses. The College reserves the right to alter this position description as required to reflect emerging priorities

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
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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	<p>Essential:</p> <ul style="list-style-type: none"> • Certificate 3 in Horticulture – Parks and Gardens • First Aid certificate • Anaphylaxis Awareness training • Drivers licence <p>Desirable:</p> <ul style="list-style-type: none"> •
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