

'VINCIT QUI SE VINCIT' ONE CONQUERS, WHO CONQUERS ONESELF

POSITION DESCRIPTION – Grounds Person/Gardener

Vision	Firbank students embody our motto – conquering themselves, their challenges and embracing possibilities.
Purpose	Firbank provides more than exceptional education. We care about our students and offer a breadth of experiences, knowledge and skills that equip them to be continuous 'conquerors of learning' and ready for life.
Values	Compassion, courage, curiosity, integrity and respect

FACULTY/POSITION	Maintenance and Facilities
LOCATION	Firbank Grammar School – Brighton and Sandringham campuses
REPORTS TO	Chief Commercial Officer
FUNCTIONAL RESPONSIBILITY TO	Grounds Curator
TIME FRACTION	Full-time
POSTION PURPOSE	The size and appearance of the grounds of the respective campuses contribute to School morale and are an important feature/asset of the School environment. Consequently, the School relies on the grounds staff to ensure that the grounds are maintained in a healthy way that reflects our ethos, strategic intent and corresponds with the images utilised in our marketing material. To assist with key functions within the department, undertaking relevant duties and special projects as required.
DIRECT REPORTS	None

KEY RELATIONSHIPS

INTERNAL

- Principal
- Chief Commercial Officer
- Building and Facilities Manager
- Grounds Curator
- Project Manager
- Staff
- Students

EXTERNAL

- Parents
- Parent Bodies
- Contractors
- External Providers

APPRAISAL The appointee to this position will be required to undergo a yearly Professional Review with the Building and Facilities Manager

KEY RESULT AREAS

1. OPERATION AND DAILY TASKS

The Grounds Person/Gardener is required to:

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Maintain paths, nature strips, lawns, sports fields, gardens, including mowing, watering, weeding, fertilising, planting, pruning, herbicide/pesticide application using best Horticultural practices as directed by Curator of Grounds	Overall appearance of the grounds
General maintenance of the school's landscape using a variety of machinery and equipment as well as other tasks	Instructions taken and initiative shown
Prepare sports fields for sport, e.g. mark lines as directed.	Sports program runs effectively
Clear external drains, sweep/blow/vac paved areas and ensure that litter is removed from landscape and surrounds	All areas are well maintained and clean
Ability to operate a variety of machinery and equipment safely, proficiently and appropriately store garden implements and chemicals	Equipment well maintained
Unlock School gates and buildings daily and as required during holidays.	Gates opened as necessary
Ensure that environmental sustainability is practised	Environmental sustainability is practised
Maintain and operate a variety of irrigation systems	water system appropriately maintained
Work co-operatively with the Maintenance Staff in order to meet School requirements and other requests	Requirements met
Actively participate in department Toolbox meetings	Toolbox meetings attended, with active participation.

2. GENERAL

The Grounds Person/Gardener is required to:

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Participate in school events, such as Presentation Night.	Attends School events.
Staff may be requested/required to assume allocated roles in the School's emergency response and occupational health and safety structures.	Is aware of his/her role in relation to allocated roles in the School's emergency response plan and occupation health and safety structures.

3. CHILD SAFETY

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Responsible for understanding and applying Firbank's Child Safety Policies and procedures	Has read and observes policies and procedures
Identifying and addressing Child Safety Risks, Child abuse indicators, Management of disclosure and Reporting including Mandatory Reporting	Has completed relevant training and observes policies and procedures
Complying with School Staff/student boundaries	Acts according to Child Safety Code of Conduct
Awareness of issues relating to Aboriginal, cultural and linguistic diversity or disability, amongst students with whom you will have direct contact, in addressing child protections teaching and disclosures	Understands school's values and policies and meets expectations
Takes all practicable measures to protect students where a risk to their safety has been identified whilst under your care	Considers and manages the safety of students within the school environment (e.g. camps/excursions, online environment, competitions, other events etc.)

4. HEALTH AND SAFETY

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Follow all Health and Safety policies and procedures	Observes Health and Safety Policy
Report all known or observed hazards to Health and Safety Staff representatives	Reports hazards when observed

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position.
Firbank Grammar School reserves the right to vary this position description to meet the needs of the School.

SELECTION CRITERIA

QUALIFICATIONS AND EXPERIENCE

- Horticultural certificate favourable
- Working with Childrens Check
- Drivers Licence

KEY COMPETENCIES

- Ability to use and maintain professional mowing, trimming and pruning equipment
- Knowledge of horticulture, plant knowledge
- Communication skills, willingness to follow instructions
- Flexibility, physically capable
- Ability to work as part of a team, ability to work unsupervised
- Self-motivated, initiative, attention detail

KEY ATTRIBUTES

- Positive attitude
- Organised/efficient