

Job Description

Gardener (Horticulturist)

January 2025



1894

Vision Aquinas College's vision is to educate boys to become the men the world needs.

Strategic Purpose Aquinas College's purpose, in partnership with parents and guardians, is to provide a Catholic education for boys in the Edmund Rice Tradition.

Our Values Faith, Character, Excellence

EREA Touchstones Liberating education, Gospel spirituality, Inclusive community, Justice and Solidarity

Position Purpose

- To contribute to maintaining the College's grounds, gardens, turf areas and playing surfaces to the highest standards.

Reports To

Operations Manager

School / Department

Grounds

Expected Behaviours and Attitudes

- To inspire boys to be the best they can be through effective teaching, learning and pastoral care.
- To actively support the Edmund Rice Charism, Edmund Rice Schooling and the Catholic ethos;
- To adhere to the Aquinas College values at all times;
- To adhere to the College's Policy and Procedures;
- To adhere to health and safety procedures and actively contributes to maintain a safe, healthy and tidy environment; and
- To understand that everyone plays a role in preventing any forms of sexual harassment or bullying on campus, not only for students but for their colleagues as well.
- To display:
 - commitment to the Catholic ethos;
 - energy, enthusiasm and drive
 - diplomacy and tact;
 - a strong commitment to confidentiality
 - honesty and integrity;
 - an outstanding work ethic;
 - loyalty to the role, people and the College;
 - a positive and proactive attitude; and
 - respect for self and others.
- Ensure compliance with all relevant legislative, regulatory obligations, College policies and procedures;
- Complete administrative and operational activities in alignment with College requirements; and
- Undertake tasks as requested by the Principal or their Delegate

Key Position Responsibilities:

EFFECTIVE MAINTENANCE OF GARDENS AND LAWNS

- Landscape and maintain new and existing gardens;
- Plant garden beds, prune and shape shrubs, bushes, and roses;
- Conduct effective garden management including weed control, reticulation and general maintenance; and
- Effectively and safely handle and apply fertilisers, and weed control chemicals.

EFFECTIVE USE AND MAINTENANCE OF EQUIPMENT

- Ensure College equipment (including machinery and tools) are regularly maintained, safely operated in accordance with their specific purpose and available as needed to meet schedule requirements; and
- Utilise personal protective equipment in accordance with the College's protocols, policies and procedures.

ACTIVELY SUPPORT OPERATIONS AND GROUNDS FUNCTIONS

- Assist with the setting up and removal of furniture and equipment;
- Assist with setting up for sporting events;
- Undertake special projects as required from time to time;
- Undertake duties as directed by the Leading Hand Grounds; and
- Provide support to the Grounds and Operation departments, as required

ACTIVELY SUPPORT COLLEGE OPERATIONS

- Comply with all relevant legislative, regulatory obligations, College policies and procedures;
- Participate in the College's before school, after school or weekend co-curricular activities;
- Complete administrative and operational activities in alignment with College requirements; and

RELATIONSHIPS

- To develop and maintain effective professional relationships with internal and external stakeholders; including external providers, regulatory bodies and other schools and colleges;
- To foster trusting and supportive relationships with parents/guardians;

OTHER DUTIES

- Other duties as directed by the Principal or their delegate.

DUTY OF CARE

- To maintain and promote and principles of Occupational Health and Safety within the workplace in accordance with policy, including taking appropriate action in relations to identified hazards and risk to ensure the safety of self and others.

UPHOLD CATHOLIC ETHOS & THE EDMUND RICE TRADITION

- To develop and maintain effective professional relationships with internal and external stakeholders; including external providers, regulatory bodies and other schools and colleges;
- To foster trusting and supportive relationships with parents/guardians;

Selection Criteria

QUALIFICATIONS

- Certification in horticulture, landscape gardening or equivalent (desirable);
- Current 'C' class drivers licence;
- Have or be prepared to obtain Accreditation to Work in a Catholic school;
- Working with Children Check clearance;
- Satisfactory National Police clearance; and
- Have or be prepared to undertake Mandatory Reporting training or similar.

KNOWLEDGE & EXPERIENCE

- Sound grounds/horticulture/gardens experience;
- Sound experience in the effective and safe use of a range of grounds equipment and machinery;
- Sound knowledge in the use and application of pesticides, fungicides and fertilisers;
- Sound knowledge of Occupational Safety and Health principles in relation to manual handling and work safe practices, with a commitment to applying them; and
- Previous knowledge of reticulation systems and experience in maintaining them (desirable).

SKILLS & ATTRIBUTES

- Sound interpersonal and communication skills, enabling harmonious and positive relationships with colleagues;
- Ability to prioritise tasks and manage time effectively;
- Ability to complete physical tasks;
- Demonstrate ability to work autonomously and as part of a team;
- Demonstrate sound initiative and problem solving skills; and
- Ability to be flexible and adjust to changing priorities.

Authorisation

PREPARED BY Head of Human Resources & Operations Manager

DATE January 2025

AQUINAS COLLEGE COMMITMENT TO CHILD SAFETY

Aquinas College is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making.

Aquinas College has a zero-tolerance for child abuse. We are committed to providing a safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Every person involved in Aquinas College has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people are at the forefront of all they do and every decision they make.