



## Position Description

Title:	Gardener
Department:	Maintenance
Name of current employee:	
Position reports to:	Business Manager

Primary accountabilities:	To provide a broad range of gardening/horticultural services to the School
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Key contacts:	Internal: Business Manager, Principal, Maintenance Supervisor, Non-Teaching and Staff, students.
	External: Parents/Guardians/Carer's, Suppliers, contractors

Candidate skills:	Education: Qualified or near qualified gardener/horticulturist or relevant experience.
	Experience: Knowledge and understanding of use of tools and equipment, knowledge and experience of plants and gardening.
	Personal Characteristics: Safety conscious, good communication skills, professional, team orientated, flexible, reliable, helpful and approachable, patient, someone who takes pride in their work and environment.

Detailed objectives:	Tasks:
<b>Gardening</b>	<ul style="list-style-type: none"> <li>• Landscaping</li> <li>• General garden maintenance</li> <li>• Weeding</li> <li>• Poisoning everywhere (spot spraying, fences, gas tanks, ovals etc)</li> <li>• Insect and pest poisoning (mice, aphids, scale, ants, flies etc).</li> <li>• Planting</li> <li>• Mulching</li> <li>• Pruning/Hedging</li> <li>• Mowing/Brush Cutting/Edging</li> <li>• Rock moving formations</li> <li>• Watering</li> <li>• Paving</li> <li>• Garden bed construction and maintenance</li> <li>• Lawn construction and maintenance</li> <li>• Pruning</li> </ul>

Detailed objectives:	Tasks:
	<ul style="list-style-type: none"> <li>• Line marking – sports oval etc</li> <li>• Cleaning pathways</li> <li>• Mowing – tractor/hand/ride on mowing</li> <li>• Whipper snipping</li> <li>• Edging</li> <li>• Fertilising</li> <li>• Hand tool maintenance</li> <li>• Irrigation</li> <li>• Mulching</li> <li>• Ensure facilities and grounds of the school are physically safe</li> <li>• Maintenance and enhancement of the school grounds and surrounds in a way that complements the environment and presents in a tidy professional appearance</li> </ul>
<b>Cleaning &amp; Hygiene</b>	<ul style="list-style-type: none"> <li>• Footpaths</li> <li>• Dead animals and poop</li> <li>• Mice, nests and traps</li> <li>• Food and rubbish pick up and dumping</li> <li>• Graffiti removal</li> <li>• Trapping of feral pests and having them dealt with (eg possums, mice)</li> <li>• Storage sheds</li> <li>• Staff shed and general cleaning and maintenance</li> <li>• Cleaning roofs, gutters and drains</li> <li>• General rubbish removal</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Ensuring presentable gardens for events such as Open Days etc</li> <li>• Assisting in set up for Open Days and the like</li> <li>• Co-ordinate traffic movement on the school property including signage and markings in respect of traffic</li> <li>• Being available periodically outside of hours to perform duties without the presence of the children</li> <li>• Other associated Gardening/Maintenance duties as directed.</li> </ul>
<b>Duty of Care</b>	<p>To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.</p> <p>To maintain and promote the principles of the child safe standards under <a href="#">Ministerial Order No. 870</a></p>
<b>Tenure</b>	<p>The position is a permanent appointment after the successful completion of a six month qualifying period.</p>

Detailed objectives:	Tasks:
<b>General Conditions</b>	Unless otherwise agreed, the terms and conditions of employment are those of the Award and NES.
<b>Remuneration</b>	<p>Annual salary to be in line with qualifications and experience</p> <p>Annual Leave entitlement is 4 weeks per Annum to be taken in school holiday periods.</p> <p>Superannuation is the statutory 10%</p> <p>Hours of work: 38 hours per week, Monday to Friday 8:00am to 4:00pm with a 30 minute unpaid lunch break, unless varied to accommodate work practices or individual needs which have been agreed to with the Business Manager.</p> <p>Salary packaging is available</p>
<b>Commencement Date</b>	As soon as possible

CSV Limited which includes Casey Grammar School, Balcombe Grammar School and Clyde Grammar is a Child Safe organisation and has zero tolerance for child abuse. It is a condition of employment that employees comply with various policies and procedures, including Child Safe policies. Failure to comply with these policies will result in disciplinary action.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_