



PROPERTY - GARDENER POSITION DESCRIPTION

Position Title:	PROPERTY - GARDENER		
Classification:	ESS Cat A Level 2 or 3 depending on experiences	No. Direct Reports: 0	FTE: Full time
Reports to:	Property Manager	Fixed	Ongoing X

Position Expectation	Child Safety <ul style="list-style-type: none">• A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.• Working familiarity with Child Safe requirements and expectations.• Responsible for applying the College’s Child Safety and Protection Policy and procedures including being compliant with the EREA Child Safety Code of Conduct.• Be proactive in reporting any concerns or identified risk, always monitor and support student wellbeing in a manner which reflects school values.	
Position Summary:	<p>We are looking for a Gardener to reinvigorate and then maintain the College grounds and surrounds to an exemplary standard at both the Essendon and Resurrection (Year 9) Campus. As the Gardener you will be given autonomy to plan and select all manner of flora for the College, the grounds, garden beds and surrounds. You will ensure grounds are maintained in a manner that delights and exceeds the expectations of the Property Manager and Grounds Officer Turf. At St Bernards there are a variety of internal and external events so the look and feel of the grounds should be at the highest standards. As and when needed, you will assist Grounds Officer Turf in maintaining turf fields and wickets.</p> <p>The Gardener will report to the Property Manager initially in all general administration and Gardening tasks and work closely with Grounds Officer Turf. The Gardener will need to work cooperatively with the property maintenance team to set and achieve annual objectives.</p> <p>The Gardener will be relied upon to provide advice on all green landscape planning, including but not limited to the planting of deciduous and non-deciduous trees, shrubbery, grasses, flowers and the use of and research of watering & recycling systems, drainage, and visual effects of ambient lighting to bring out the landscape of St Bernard’s grounds so that they look appealing and flourish in the environment. It will be important that you bring a creative flair and your vast gardening knowledge to the role.</p>	
Position Characteristics	Significant Internal / External Relationships	Internal <ul style="list-style-type: none">• Principal & Senior Leadership Team• Property Manager, Grounds & Facilities Maintenance Team

		<ul style="list-style-type: none"> • Head of Sports (PE and ACC) External <ul style="list-style-type: none"> ▪ Sub-contractors ▪ Suppliers
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Key Responsibilities and outcomes	Responsibilities	<ul style="list-style-type: none"> • Improvement and upkeep of all gardens, and passive turf areas. • Assist the Property Manager in all aspects of enhancing, planning, creating and constructing gardens, including future budgeting. • Ensure weeding, poisoning mulching, watering, pruning/hedging, mowing/Edging, blowing, clearing debris from gutters and rubbish removal from gardens. • Liaise with Grounds Officer turf to schedule and planned • Dispense the application and spreading of fertilizers and other chemicals in a safe manner. • Program irrigation systems. • Ensure facilities and grounds of the College are physically safe. • Assist the Property manager with setting a gardening budget and arrange quotations with suppliers and contractors. • Liaise and coordinate grounds contractors under the direction of Property Manager • Use and maintain all equipment in a safe manner. • Liaise with internal and external users • Other duties as directed by the Principal, Business Manager or Property Manager. 	
Criteria	Capabilities and Behaviours	Communicate Effectively	<ul style="list-style-type: none"> • Communicates clearly at all levels. • Strong communication skills. • Well-developed listening skills.
		Strong Interpersonal skills	<ul style="list-style-type: none"> • Has a professional, methodical approach in the construct of gardens & surrounds. • Calm and composed when faced with challenging situations. • Follows up diligently on matters outstanding.
		Confidentiality	<ul style="list-style-type: none"> • Deals with confidential documentation and information in the strictest confidence.
		Fosters Teamwork	<ul style="list-style-type: none"> • Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhances the College. • Plan and coordinate allocated tasks to meet team objectives and share ideas about methods to improve practices.
		Outstanding Organisational Ability	<ul style="list-style-type: none"> • Demonstrates high level of organisational ability and initiative including capacity to set priorities and work to deadlines.

		Shows Initiative	<ul style="list-style-type: none"> Inspired Gardner. Highly motivated self-starter that can act without direction.
	Knowledge and Experience	<ul style="list-style-type: none"> Demonstrated skills and experience as listed above. Ability to identify and report issues such as diseases, plant types, etc. Experience in the use of various hand tools and machinery. Experience within a school or similar environment preferred. 	
	Qualifications	<ul style="list-style-type: none"> Certificate or diploma in Horticulture or Landscape management or relevant experience and advanced knowledge in Garden management practices Knowledge of the appropriate use and handling of chemicals, herbicides and pesticides. Physical fitness and ability to work outdoors. Current Victorian Drivers Licence. Machinery licence or ability to operate mowers. 	

Signature

Employee

I have read this document and fully understand all my duties and responsibilities as outlined above.

Name: _____

Signature: _____

Date: _____

Manager

Name: _____

Signature: _____

Date: _____