



## Position Description

<b>Position:</b>	<b>Gardener</b>
<b>Position Status:</b>	Full-time, ongoing
<b>Classification:</b>	Level 3 - 4 depending on qualifications and/or suitability to the position in accordance with the Presbyterian Ladies' College General Staff Agreement 2019-2021
<b>Annual Leave:</b>	5 weeks' annual leave and 12 Rostered Days Off (RDO's) per year
<b>Reports to:</b>	Head of Grounds and Facilities Manager. All positions in the College ultimately report to the Principal.

## Presbyterian Ladies' College

Presbyterian Ladies' College (PLC) Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

PLC seeks to appoint staff who are passionate about education, with the highest professional skills who will actively support the Christian teachings and ethos of the College and possess a willingness to make a positive difference to the lives of PLC students. This will be visibly demonstrated through their behaviours, attitudes and role-modelling of the four PLC values: truth and excellence, character and integrity, service, care and respect. All staff must also commit to a culture that supports and embraces Child Safe Standards.

### Context of the Role

The Gardener reports to the Grounds Manager and works as part of the wider Facilities and Grounds Team. This team is a group of qualified trade professionals who are responsible for horticultural activities, which align to the College's goals, as set out in the strategic plan, including the care and upkeep of the grounds across 14 acres of private property.

### Position Overview

The purpose of this role is to develop and maintain all gardens and hard landscape features within the school. The Gardener should demonstrate expertise, in and a passion for horticulture, and work cooperatively with diverse stakeholders with varied needs and expectations and play a role in overseeing the

maintenance of the PLC gardens, in accordance with the College's landscape Master Plan, and the department's annual maintenance and improvement plan.

this includes preparation for pre and post event care for the lawns and gardens accommodating a year-round calendar of events and projects. This is a physical role requiring significant bending, walking and manual handling. It may be a requirement to work alone from time to time.

### **Key Responsibilities:**

Examples of duties include but are not limited to:

#### **Operations**

- ensuring that the gardens and grounds are consistently maintained to a high standard including fertilising, raking/leaf blowing, weed control, watering, planting, hedging/pruning, mulching, irrigation checks and rubbish removal
- regular cleaning of pathways and driveways, including use of high-pressure washing machines
- preparing and maintaining garden beds and sports grounds (including playgrounds) across the College, including line marking
- ensuring that equipment, machinery, vehicles and small goods are used safely
- carrying out gardening and general maintenance tasks in a friendly, safe and accurate manner
- designing new garden areas and irrigation systems on request
- following the programmed maintenance schedule for the grounds, gardens, plant and equipment
- a willingness to use & apply Herbicides/Pesticides
- work with the team to oversee site inspection including paths, roads, playgrounds, sports facilities and sandpits
- assist in garden stock control and advise on the ordering of plants and gardening equipment
- actively contribute to the maintenance or replacement of tools and equipment
- actively assist the Buildings and Facilities team as required to upkeep and maintain external drain pits, spoon drains and other associated hard landscape elements
- ensuring the grounds compound and its facilities are clean and neatly maintained
- assisting with the set-up/pack-up for events and functions, and assist with the transportation of necessary equipment and/or food and beverages, as required
- ensuring all requests are acknowledged and action taken in a timely manner
- assisting with traffic management, as requested

#### **Other Duties**

- plan, prioritise and organise work on an individual and team basis, within a set timetable and in an environment of change and conflicting demands

- engage with the school community in a friendly and efficient manner, including assisting and mentoring students through programs of work, as required
- actively solve problems through discussion, negotiation and teamwork
- other duties as directed by the Head of Grounds (which may include agreed paid overtime)

#### **Knowledge, Skills and Experience:**

- sound knowledge of plants and trees, and the application of weed control, herbicides and pesticides
- competency in the use of a ride on mower, front end loader, tractor, chain saw, hedge trimmer, edger and whipper snipper
- demonstrated experience with contributing to landscape and gardening planning
- knowledge of all equipment, use of PPE and chemicals
- basic knowledge of Microsoft Office – Word and Excel
- OH&S as it applies to the gardening/grounds industry

#### **Key Attributes:**

- a team player, with a ‘can do’ attitude
- ability to work without supervision and show initiative
- calm under pressure

#### **Qualifications / Registrations / Certifications:**

- Current Working with Children Check (Employee), essential
- Formal Horticultural qualifications, or progress towards Horticultural qualifications
- Trained in the appropriate use of PPE, highly regarded
- Light rigid licence for a manual vehicle, highly regarded
- Skid Steer Licence, highly regarded

#### **Key Relationships:**

##### **Internal**

- Facilities and Grounds Leadership, including Facilities Manager and Head of Grounds
- Facilities and Grounds Team
- School Leadership; Principal, Deputy Principal, Directors/ Heads of Departments
- School Community; Teaching and General Staff

##### **External**

- External Contractors
- School Community, Students and Family
- Other External Visitors

## **Additional Information Relating to the Position**

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

### **We value:**

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

### **We seek to promote the development of staff and students who exhibit the following attributes:**

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

### **All staff commit to:**

- the Christian Ethos of the College
- Child Safety
- the Values and Behaviours of the College
- College policies, Staff Code of Conduct and legislative requirements
- Health, Safety and Wellbeing

## **Child Safety Commitment**

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

### **Staff Obligation to Child Safety**

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child

Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

**In attending to Child Safety all staff must:**

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

**Health, Safety and Wellbeing Commitment**

Presbyterian Ladies' College (PLC) is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for students, staff, contractors, visitors and volunteers.

PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health and safety in to all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.

**In attending to Health, Safety and Wellbeing all staff must:**

- participate in OHS related induction and training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

**Policy and Compliance Commitment**

**Staff Obligation to Privacy**

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

**In attending to policy and compliance all staff must:**

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies
- report and escalate compliance concerns, issues and failures

**All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.**

**Mrs Cheryl Penberthy**

Principal

June 2022

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.*