



YARRA VALLEY

G R A M M A R

POSITION DESCRIPTION

Positions:	Qualified Gardener
Reporting to:	Grounds and Landscapes Manager Corporate Services Manager
Department:	Grounds and Landscapes

Primary Purpose

The Qualified Gardener is primarily responsible for the preparation and maintenance of the School grounds and gardens.

Position in Context

The Qualified Gardener is responsible to the Corporate Services Manager and is under the direction of the Grounds and Landscapes Manager.

Freedom to Act / Autonomy

The Qualified Gardener has a reasonable amount of autonomy in the day-to-day general tasks assigned under the guidance of the Grounds and Landscapes Manager.

Major Activities

1. Gardens Maintenance and Preparation
2. Grounds Maintenance
3. Other Duties

Major Duties and Responsibilities

Effectively and Efficiently

1. Garden Maintenance and Preparation

- Conduct regular maintenance and landscaping tasks, including trimming hedges, planting flowers and weeding garden beds
- Using the school mowers and other equipment, prepare and maintain grassed areas throughout the School
- Assist in pruning and shaping trees, plants and shrubs on the School property and tend to flower beds
- Assist in preparation and maintenance of various School facilities, such as tennis courts, hockey pitch etc
- Assist in ensuring that plant and equipment is maintained in a good and safe working condition as per OH&S legislation
- Monitor and maintain irrigation systems and watering schedules
- Assess and report on the health of plants and trees and implement appropriate measures to promote growth and prevent disease

2. Grounds Maintenance

- Assist in maintaining the School grounds in a clean and tidy condition
- Collaborate with other team members to address specific landscaping needs

3. Other Duties

- Assist with maintenance at the School's Wootton Lodge campsite as requested
- Assist in daily opening of School and associated activities
- Assist in general moving of furniture, equipment, materials etc as requested
- Cooperate with and assist other staff and appointed sub-contractors in the effective and safe performance of their duties
- Observe all safety rules and regulations in all aspects of work
- Work with other members of maintenance staff in tasks undertaken as a team
- Other duties as requested by the Grounds and Landscapes Manager

Direct report

Nil

Contacts

Internal

Principal
Corporate Services Manager
Grounds and Landscapes Manager
Buildings and Services Manager
Grounds and Maintenance Teams
School Staff

External

Contractors
Staff from other schools

Competencies Required

- Certificate III in Horticulture
- Experience with preparation and maintenance of plants and gardens
- Attention to detail
- Understanding of Safety Principles in the workplace
- Ability to work as part of a team
- Knowledge and skills in safe operation, care and optimum practice in the use of machinery and equipment
- Excellent organisational and time management skills
- Very good communication skills
- A current drivers licence
- Valid Working with Children Check and police check

Well Regarded

- Experience working in a school environment
- Chemical Safety Certificate
- White Card
- Working at Heights or Working in Confined Spaces qualifications

Yarra Valley Grammar is a Child Safe organisation and has zero tolerance for child abuse. It is a condition of employment that all employees comply with various policies and procedures, including Child Safe policies. Failure to comply with these policies will result in disciplinary action.