KINROSS WOLAROI SCHOOL

Apprentice Horticulturist

Full Time - Ongoing

Candidate Information Pack

Closing Date for applications: 18 November 2026

November 2026

KINROSS WOLAROI SCHOOL

About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with approximately 1,000 students enrolled (including more than 330 boarders in Years 7 to 12), located in the regional city of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys' boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit www.kws.nsw.edu.au.

POSITION DESCRIPTION

Kinross Wolaroi School is seeking an enthusiastic and motivated Apprentice Horticulturist to join our Grounds Team.

This position provides an excellent opportunity to gain practical, hands-on experience while undertaking a nationally recognised horticulture qualification. Working alongside experienced horticultural and grounds professionals, the successful applicant will contribute to maintaining and developing the School's extensive gardens, grounds, sporting facilities and landscaped areas.

The Apprentice Horticulturist can expect to liaise with:

- Horticulturist and Grounds Staff
- Executive Director, Corporate & Governance
- Director, Human Resources
- Staff
- Head of Grounds
- Director, Operations
- External organisations including other schools.

The Apprentice Horticulturist will assist the Grounds Team with

Key Word	Duties
Grounds and Garden Maintenance	• Mowing, edging and turf care • Weeding, mulching and planting • Pruning trees, shrubs and garden beds • Watering and irrigation maintenance • Preparation of garden beds and landscaped areas
Plant Care and Maintenance	• Assisting with plant selection and establishment • Monitoring plant health • Applying fertilisers under supervision • Assisting with pest and disease control programs
Equipment and Facilities	• Safe use and maintenance of horticultural equipment • Assisting with grounds projects and improvements • Maintaining storage areas and workspaces

Key Word	Duties
General Duties	• Supporting the presentation of School grounds • Following workplace health and safety procedures • Undertaking apprenticeship training requirements • Participating positively as a member of the Grounds Team
Safety and Compliance	• Ensure all horticultural activities comply with workplace health and safety protocols and legal requirements.
Other Duties	• Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Groundskeeper Leading Hand.

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However in relation to this role, for practical purposes these functions are delegated to the Executive Director, Corporate & Governance. For day-today operational matters the position will be responsive to the directions of the Head of Grounds (the Supervisor).

SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Essential Knowledge, Skills and Attributes

- Ability to be self-directed, as well as succeed and thrive in a collaborative team environment.
- Excellent problem solving, organisational and time management skills.
- Strong communication skills.
- Genuine interest in horticulture and outdoor work
- Positive attitude and willingness to learn
- Strong work ethic and reliability
- Ability to work collaboratively within a team
- Good communication skills
- Commitment to workplace safety
- Ability to undertake physically demanding work in outdoor environments

Essential Professional Criteria

- Demonstrated commitment to customer service excellence
- Ability to work cooperatively with other areas of an organisation to achieve agreed outcomes
- Computing skills
- Current driver's licence
- Chemical application licence or willingness to obtain
- Experience using hand tools or outdoor equipment

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.

APPOINTMENT CONDITIONS

Employment will be offered on the basis of a permanent, full-time role. The role is a full-time position and will require attendance on School business at a variety of locations. The hours of work are 7.00AM to 3.00PM Monday to Friday. Some work outside these hours may be required.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009* (Cth).

The terms of employment are governed by the *Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025* (**CMEA**) as it applies from time to time, or any industrial instrument that replaces the MEA. The position of Apprentice Horticulturist is classified as School Operational Services Level 1.1 of the Enterprise Agreement. For a Full-Time adult apprentice (FTE) in 2026, the total salary is $57,709 ($29.12/hour) per annum plus Superannuation at the SGC rate. For a Full-Time junior apprentice (FTE) in 2026, the total salary commences at $34,633 ($17.48/hour) per annum plus Superannuation at the SGC rate and depends on age at time of commencement.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

The successful applicant will undertake a Certificate III in Horticulture through an approved Registered Training Organisation.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

APPLICATION

To make a confidential enquiry about the position, please contact Human Resources - Recruitment on (02) 6392 0300 or at recruitment@kws.nsw.edu.au

Application Checklist

Before submitting your application, please ensure:

- You have carefully reviewed the position description and you understand the role you are applying for. Ensure that the role is suited to your skills, experience and qualifications.
- You use the cover letter to provide insight into not only what you have achieved but also who you are. This is the School's first opportunity to assess your suitability for the position.
- You have addressed the Essential Criteria (2 pages maximum).
- Your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You have included at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

How to Apply

Applications will only be accepted by email to recruitment@kws.nsw.edu.au or via the SEEK website. Applications submitted after the closing date of 18 November 2026 will not be accepted.

Employment Checks

Kinross Wolaroi School reserves the right to conduct, request and verify employment checks relevant to the position. These may include referee checks; verification of identity, employment history, qualifications and the right to work in Australia; Working with Children Check (WWCC) clearance verification; NSW Education Standards Authority (NESA) accreditation checks, where applicable; and other relevant background checks. Where lawful and reasonably required for the inherent requirements of the role, checks may also include a pre-employment medical assessment and drug and alcohol testing.

Any offer of employment may be conditional on the satisfactory completion and verification of the checks required for the position. Applicants will be advised of the checks required, and consent will be obtained where required before checks or assessments are undertaken. Referees will not be contacted without the applicant's prior agreement. Information obtained will be handled confidentially and in accordance with applicable privacy and anti-discrimination requirements, including consideration of reasonable adjustments where relevant.

Talent Pool

With your consent, your application may be retained in a talent pool for consideration for future vacancies or similar opportunities at Kinross Wolaroi School. Inclusion in the talent pool does not guarantee an offer of employment.