GARDENER

Duties and Responsibilities Statement

John Septimus Roe
ANGLICAN COMMUNITY SCHOOL
PART OF AngliSchools

POSITION TITLE	Gardener
REPORTS TO	Head Gardener → Facilities Manager → Business Manager

PREAMBLE

The Principal is the Chief Executive Officer of our School and is responsible to the School Council for the effective and efficient operation of our School. He is responsible for all staff appointments. The Principal delegates to other persons aspects of his responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

The Mission Statement of our School is to provide an education which, secure in the traditions of our past and our Christian belief, opens students' minds to the rich diversity of the world in which they live and challenges them to be curious and explore everything they find with integrity and compassion. We will do this in an engaging, relational environment which nurtures self-expression and self-worth while promoting the uniqueness of each student.

CHILD SAFETY STATEMENT AND REQUIREMENTS

John Septimus Roe Anglican Community School (JSRACS) is committed to the safety and wellbeing of all children and young people. JSRACS has zero tolerance for child abuse.

Every person employed at JSRACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees are required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member to keep all children safe.

All teaching staff are required to be registered with the Teacher Registration Board of Western Australia (TRBWA) and maintain their registration throughout their tenure and be a current and ongoing holder of a Working with Children Check (WWCC).

All Support staff are required to provide a Nationally Coordinated Criminal History Check (NCCHC), renewed every three years and be a current and ongoing holder of a WWCC.

THE ROLE

The Gardener is responsible for assisting with the day-to-day maintenance, presentation and care of the School's gardens, grounds and landscaped areas.

Working under the direction of the Head Gardener, the Gardener will contribute to ensuring the School grounds are maintained to a high standard and provide a safe, attractive and welcoming environment for students, staff and visitors.

SPECIFIC RESPONSIBILITIES

Key responsibilities include:

GROUNDS AND MAINTENANCE

- Undertake the day-to-day maintenance and presentation of gardens, landscaped areas and grounds across the School.
- Maintain garden beds, lawns, trees, shrubs and other planted areas to a high standard.
- Undertake planting, pruning, weeding, mulching, fertilising, mowing and other general horticultural duties as required.
- Monitor the health and condition of plants, gardens and landscaped areas and identify appropriate maintenance requirements.
- Assist with seasonal planting and the establishment and maintenance of new garden and landscaped areas.
- Monitor the health and condition of plants and gardens and report any concerns to the Head Gardener.
- Undertake the routine operation, monitoring and maintenance of the School's reticulation systems, including identifying and attending to minor faults, leaks, damaged sprinklers and other components, and reporting more significant repairs or issues to the Head Gardener.
- Operate and maintain gardening equipment, machinery and tools safely and appropriately.
- Assist with irrigation monitoring and minor maintenance and report faults requiring further attention.
- Assist with the safe storage, cleaning and maintenance of gardening tools, equipment and materials.
- Assist in maintaining the cleanliness and general presentation of outdoor areas.
- Support general grounds and Facilities activities, including general campus clean ups when reasonably required.

COORDINATION AND TEAM RESPONSIBILITIES

- Provide practical guidance, support and task direction to gardening staff as required.
- Monitor grounds and garden presentation and proactively identify areas requiring attention.
- Assist in maintaining appropriate levels of gardening materials and supplies and advise the Facilities Manager of purchasing requirements.
- Support the effective use and care of gardening equipment, tools and resources.
- Liaise with the Facilities Manager regarding maintenance priorities, emerging issues and grounds improvement requirements.
- Assist contractors working on landscaping or grounds-related activities where required.

WORK HEALTH AND SAFETY

- Undertake all duties in accordance with the School's work health and safety requirements, policies and procedures.
- Use appropriate personal protective equipment (PPE) when undertaking relevant duties.
- Safely use, store and maintain gardening tools, machinery, equipment, chemicals and other materials.
- Promptly identify and report hazards, damaged equipment, maintenance concerns and other safety issues to the Head Gardener.
- Follow appropriate procedures when using chemicals, fertilisers and other potentially hazardous substances.
- Contribute to maintaining safe grounds and outdoor areas for students, staff, visitors and contractors.

GENERAL RESPONSIBILITIES

- Work collaboratively and respectfully with the Head Gardener, Facilities team and broader School community.
- Maintain a professional and courteous manner when interacting with students, staff, parents, contractors and visitors.
- Undertake duties in a manner that minimises disruption to normal School operations and activities.
- Participate in relevant training, meetings and professional development as required.

- Support School events and activities where grounds or gardening assistance is reasonably required.
- Undertake other duties consistent with the position as reasonably directed by the Head Gardener or Facilities Manager.

EXPERIENCE/SKILLS/ATTRIBUTES

- Practical experience in gardening, horticulture, landscaping or grounds maintenance.
- Knowledge of general gardening and grounds maintenance practices.
- Practical knowledge of reticulation systems, including routine operation, maintenance, fault identification and minor repairs.
- Experience in the safe use of gardening machinery, equipment and tools.
- Knowledge of basic plant care, pruning, planting, lawn care and general garden maintenance.
- The ability to follow instructions and work priorities effectively.
- Good communication and interpersonal skills.
- A demonstrated commitment to safe work practices.
- The ability to work independently when required and collaboratively as part of a team.
- A practical, reliable and flexible approach to duties within a school environment.
- The physical capacity to safely undertake the inherent requirements of the position.

EQUIPMENT AND ALLOWANCES

- All PPE, tools and equipment required to undertake the duties of the position will be supplied by the School.
- A telephone allowance of $60 per month will be provided in recognition of work-related mobile telephone use.

GENERAL REQUIREMENTS

The school strives for excellent standards in all areas and each staff member is required to:

- Understand and support the Mission, Vision and Values of AngliSchools and JSRACS
- Maintain professional confidentiality concerning student and/or staff information
- Work cooperatively with all staff members and fully support the Principal, Executive Team and activities of the school
- Serve as a good ambassador of the school. This includes being well groomed and wearing appropriate attire as an independent school staff member, in accordance with school policy
- Be aware of and comply with the School's Code of Conduct and other policies and procedures relevant to the role
- Follow all Work Health & Safety requirements and safe work practices
- Ensure all staff, students, parents and external stakeholders are provided with a quality service in a professional, efficient, and friendly manner
- Strive to implement productivity, quality, and service improvements on a continual basis
- Attend and contribute to meetings of whole staff and smaller groups when required
- Be proactive in sourcing and engaging in on-going personal professional development in line with the school's professional development policy and budgets
- Be actively involved in the School's Staff Appraisal Program
- Openly, honestly and appropriately discuss work issues within the school context, while ensuring strict professional confidentiality when mixing with the general community

ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature Date

POSITION: GARDENER

I have read this document and agree to undertake the duties and responsibilities listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Employee's Name

Signature Date