



Position Description

TITLE:	LANDSCAPE GARDENER – COBLEBANK CAMPUS
Report to:	Property Grounds and Maintenance Manager Cross Campus
Days of Work:	Monday – Friday
Hours of Work:	8.00am – 4.00pm
Category:	Education Support Category A

The Grounds and Maintenance Staff are expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms. • Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church. • Demonstrate ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Be familiar with and comply with the College Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child safe environment for students. • Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Demonstrate ability to provide duty of care for students in relation to their physical and mental faith formation. • Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
Duties and Responsibilities	<ul style="list-style-type: none"> • Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program.

STATEMENT OF DUTIES

- Empty fixed and movable College rubbish bins every second day or as required.
- Clear away general rubbish from grounds and garden beds.
- Empty College paper recycle bins every second day or as required.
- Responsible for the maintenance and enhancement of Cobblebank College grounds and surrounds in a way that complements the environment and presents a tidy professional appearance.
- Assist other Maintenance Staff with any excess jobs as directed.
- Maintain lawns, garden beds, trees, and shrubs in the College grounds, including watering, irrigation, fertilising, weeding – spot spraying with poison around fences, gas tanks, ovals etc) wherever needed, planting, mulching, pruning/hedging, mowing – tractor/hand/ride on mower, brush cutting, edging with whipper snipper, and cleaning pathways.
- Responsible for general landscaping improvements which may include paving, lawn construction, new garden bed constructions.
- Attend to graffiti removal.
- Comply with all OH&S regulations related to safe use of chemicals and hazardous materials and use of equipment and machinery.
- Ensure that staff, students, and visitors to the College are not exposed to any dangerous materials, ensuring any situation deemed dangerous or safety concern is reported to the direct reports and Principal.
- Inspect equipment and machinery daily prior to use.
- Undertake routine care and maintenance of hand held equipment used for grounds maintenance, report any major repair or safety concerns to the Principal..
- Co-ordinate traffic movement on the College grounds including signage and markings in respect of traffic.
- Ensure presentable gardens for all College events.
- Assist with set up and pack down of chairs, tables, carpets for campus events, as requested.
- Attend regular toolbox meetings to discuss daily/weekly task allocation.
- Regularly monitor MyMaintenance platform and complete tasks assigned via MyMaintenance and ensure appropriate sign off of completed tasks occurs.
- Commit to ongoing professional development in your area of work including Occupational Health & Safety (OH&S).
- Be open to researching areas of interest relevant to directions provided in the College Strategic Plan.
- Continue development of ICT skills as technologies evolve.
- Be an active member of a relevant professional association as duties permit.
- Demonstrate professional and collegiate relationships with colleagues.
- Attend all relevant College meetings, after hour events, services/assemblies, sporting events, mass, community and faith days, and professional learning opportunities.

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Other duties and associated garden duties as directed by the Principal.

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church. • Ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Skills and Experience	<ul style="list-style-type: none"> • Demonstrated ability to work as part of a team – highly relational. • Demonstrated ability to contribute to the efficient operation of the team. • Highly effective time management skills. • Demonstrated high level organisational skills and attention to detail, ability to prioritise tasks, multi-task, and work efficiently. • Demonstrated understanding of professionalism, courtesy, and cooperation. • Proven capacity to work independently. • Demonstrated ability to accurately maintain records and documentation associated with your work. • Demonstrated ability and willingness to accept policy directives. • Demonstrated experience in the use of ICT. • Exhibit self-motivation and confidence with an ability to build capacity in others. <p>Essential:</p> <ul style="list-style-type: none"> • Working with children Clearance. • First Aid Certificate. • CPR qualifications (training provided). • National Police Check. • Experience with garden care and maintenance. <p>Desirable:</p>

	<ul style="list-style-type: none">• Relevant qualifications for tasks (i.e. Working at Heights certificate, forklift licence, scissor lift licence etc).• Landscaping experience.• Horticultural qualifications.
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