

## Gardener

loreto.vic.edu.au

Loreto College is a Catholic secondary school for girls in the tradition of Mary Ward with a current enrolment of 938 students.

Loreto College Ballarat was the first of the Loreto Schools in Australia, established by Mother Gonzaga Barry in 1875. It is our vision, as a Loreto school, to offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service. The five pillars of a Loreto education are those of *Freedom, Justice, Sincerity, Verity and Felicity*. Loreto College has its foundation in the gospel of Jesus Christ and is proud to be part of and contribute to the larger Catholic community. Religious affiliation is not a condition of employment; however, applicants must be aware of and in sympathy with, the College's religious aims as a Catholic school.

Loreto College Ballarat is an organisation committed to Child Protection and to the implementation of Childsafe policies and practices.

### Position Summary

The grounds at Loreto College have an enviable reputation from within the Loreto, Ballarat and broader communities. The aesthetic appearance of the School and in particular the grounds and gardens contribute to the wellbeing of all students and staff.

The Gardener is responsible for the maintenance and ongoing development of the grounds and gardens. This includes lawns, garden beds, established trees, ovals and paths.

The Gardener will ensure that relevant building and grounds areas are maintained in pristine condition and set up as required for school events and functions.

Religious affiliation is not a condition of employment. Applicants must, however, be aware of and in sympathy with, the College's religious aims as a Catholic school.

### Position Key Responsibilities

All staff at Loreto College must ensure they are cognizant of Child Safety Policies and Procedures and the requirements of the Staff Code of Conduct.

#### Grounds

- Garden Beds
  - Establish garden beds including design, preparation and planting of annuals (seeds or seedlings).
  - Maintain garden beds, including watering, feeding weeding etc.
- Lawns & Oval

- Maintenance of all lawns, including mowing, feeding, watering, edge trimming.
- Maintaining oval as above for lawns, plus the marking for specific sporting events (e.g. athletics, soccer etc)
- Trees / Shrubs / Plants
  - Maintaining all these specific garden items, including seasonal pruning, hedge trimming, new plantings as required, mulching etc.
- Pathways & Shelter Areas
  - Ensure pathways, shelter areas, gutters including areas both within and surrounding the College, are free from debris, leaves etc

## **Maintenance**

- Assist with general building maintenance including:
  - Assist with the external maintenance of buildings such as the removal of cobwebs and gutter cleaning
  - Rubbish removal, both green, recyclables and hard waste.
  - Minor building maintenance work as required.
  - Other duties as requested by the Maintenance Supervisor.

## **College Events and Functions**

- Prepare facilities / rooms / venues for various school functions, including whole school activities both on and off campus (e.g. School Liturgies, assemblies etc. swimming and athletics carnivals, parent teacher evenings).

## **General**

- Ensure that all Occupational Health Safety standards are met whilst undertaking duties, including chemical use and the use of mechanical equipment (mowers, trimmers, chainsaws etc).
- Maintain all tools and equipment in good working order, ensuring motorised equipment is serviced regularly.
- Maintain the grounds storage facility in an operational, clean and secure state.
- Support the teaching staff with practical projects which assist them in the delivery of programs (e.g. PE and sport set ups, performing arts, garden tours etc).
- Assist with the general security of the College, including opening the school in the mornings.
- Other duties as requested by the Maintenance Supervisor

## Key Selection Criteria

- A passion for working in gardens and grounds.
- Strong knowledge and understanding of horticultural practices and techniques.
- Sound working knowledge of turf management and re-seeding practices.
- Experience in the use of garden and grounds equipment.
- Ability to assist in the with general maintenance.
- A knowledge of Occupational Health and Safety procedures as it relates to this role.
- Self-Directed with the proven ability to work autonomously, as well as part of a team.
- Ability to work in an organised and systematic way.
- Ability to work under limited supervision, to prioritise own work and meet timelines.
- An awareness of and commitment to the College's aims as a Catholic College.
- A demonstrated commitment to the safety, wellbeing and inclusion of all children.
- A current Working With Children Check and National Police Check or ability to obtain these upon appointment
- Current drivers' licence

## Experience and Qualifications

The following qualifications and experience are desirable:

- Qualifications in horticulture and/or gardening.
- Endorsed vehicle licence.
- Certificates in First Aid, Chainsaw and Chemical Use
- Experience working at heights

## Accountability

This position reports to the Maintenance Supervisor. A performance review is conducted annually based on key areas of responsibility and overall team goals.

## Award & Conditions

Title	Gardener
Classification	School Services Officer Level 2 or 3 depending on experience Category A (4 weeks Annual Leave) VCMEA 2018
Value range	\$52,509 – 62,933 plus Superannuation (subject to qualifications and experience)
Employment status	Full Time 38 hours per week
Date	October 2021

## Other information

- Initially the position is located at 1600 Sturt Street, Ballarat 3350 with travel to second Campus as required.