



GARDENER

Part-time (0.6 FTE) ongoing position
Located at both Keilor and Taylors Lakes Campuses
Commencement date and working hours will be discussed at interview
Closing date for applications: 18 May, 2018

Position Description

Position objectives

The role of the Gardener will involve the development and maintenance of the College gardens, maintenance work on the grounds as well as other tasks as directed by the Facilities Manager.

Organisational relationships

This position reports to the Principal through the Facilities Manager and the Business Manager. The Gardener will work as part of the Maintenance Team under the direction of the Facilities Manager according to the conditions established by the College's Business Manager.

Key responsibilities

Duties as listed but not restricted to those in this job description.

- Ensure the College's gardens are presented in an optimal manner at all times.
- In liaison with the Facilities Manager plan, maintain and develop garden areas around the College.
- Assist with cleaning tasks such as rubbish and litter collection and removal to ensure the College grounds and areas adjacent to grounds are always visually appealing.
- Carry out watering of gardens and grassed areas as required.
- Carry out mowing of grassed areas as required.
- Maintain and develop garden beds, plantings, feature areas and lawns.
- Work with Facilities Manager to develop an annual planting, maintenance and works schedule for garden areas.
- Work with Facilities Manager to implement a weed eradication program.
- Ensure equipment and other items, in particular chemicals and fertilisers, comply, and are stored according to the relevant Occupational Health and Safety Guidelines.
- Other duties as directed by the Facilities Manager and / or Business Manager.

Qualifications

- Experience in maintenance and development of garden areas.
- Qualifications and/or experience in gardening, horticulture or a related discipline
- Experience and demonstrated initiative in working independently and as part of a small work team

- Current driver's licence
- Current Working with Children Check (Employee

Key skills

Within the context of the role described, the incumbent will be expected to have, and performance will be measured against, the following:

- Demonstrated ability to maintain and develop gardens, grounds and other outdoor areas, using experience and/or qualifications in gardening, horticulture or a related discipline.
- Demonstrated initiative and ability to work independently and as part of a small team of Maintenance staff, as appropriate.
- Demonstrated ability to safely and effectively use equipment, machinery, chemicals and fertilisers that may be required to maintain and develop garden areas and grounds.
- Demonstrated understanding of issues relating to the maintenance of gardens and grounds required for a large Preparatory to Year 12 dual-campus educational organisation.

Performance Management

In relation to setting goals, managing performance and accountability, the Business Manager, with the Facilities Manager, will establish key performance indicators (KPIs) with the Gardener, within the first school term of appointment to the position. The incumbent's performance against KPIs, which will be based on the key responsibilities and key qualities and skills associated with the position, will be reviewed at least annually.

Performance Management

In relation to setting goals, managing performance and accountability, the Business Manager, with the Facilities Manager, will establish key performance indicators (KPIs) with the Gardener, within the first school term of appointment to the position. The incumbent's performance against KPIs, which will be based on the key responsibilities and key qualities and skills associated with the position, will be reviewed at least annually.

- All Education Support Staff will hold a current Working with Children (WWC) Card.
- It is expected that all staff will support the Christian ethos of an Anglican school.
- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.
- Full-time Education Support Staff work 37.5 hours per week. Working hours will be determined by the Business Manager. The Gardener will be entitled to 6 weeks annual leave, including College shut-down periods in December/January and July.

The Selection Process

A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel which will include the Business Manager and the Facilities Manager. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview.

How to Apply

All applicants are required to complete the appropriate application form found at www.overnewton.vic.edu.au.

- Email applications send to Mrs Andrea Turner, Human Resources Assistant humanresources@overnewton.vic.edu.au
- Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Phone: 9334 0035).
- In the first instance, further enquiries about this position should be directed to Human Resources Assistant, Andrea Turner (Phone: 9334 0035).

Information about Overnewton College

Our Vision

A community of Learners Embracing the Future

Our Mission

Overnewton Anglican Community College strives to be an inclusive learning environment with a strong Christian foundation. We value a respectful environment where students, staff and families, working together, aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.

Our Values

Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

COMMUNITY

We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect in the wider community.

LEARNING

We are all lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

RESPECT

We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

EXCELLENCE

We strive to excel in our learning, our work, our relationships and our play, making the most of every opportunity we are given.

Information about Overnewton College is available on the College website:
www.overnewton.vic.edu.au.