

GARDENER

Part-time (0.6 FTE), ongoing position located at both Yirramboi Campus in Keilor and Canowindra Campus in Taylors Lakes
Commencement date and working hours will be discussed at interview

ABOUT OVERNEWTON COLLEGE

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for over 2,000 students across two campuses located in Keilor and Taylors Lakes.

Overnewton Anglican Community College strives to be an inclusive learning community, providing a respectful environment where students aspire to excellence in a broad range of curricular and co-curricular opportunities. We value our Christian foundation, and the importance of parents as active members of our College family, as we work together, endeavoring to prepare each of our students to be mentally, physically and spiritually ready for life.

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

It is expected that all staff will support the Christian ethos of an Anglican school, innately believe that students are at the beginning and centre of all decisions in a school, be IT literate and be willing to participate in our co-curricular program.

| Position Description | |
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| Position Title | Gardener |
| Campus | Yirramboi and Canowindra |
| Reports To | 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. |
| Position Summary | The role of the Gardener will involve the development and maintenance of the College gardens and sports fields, maintenance work on the grounds as well as other tasks as directed by the Facilities Manager. |
| Role Management and Review | 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. |
| Position Relationships | In addition to those who the Gardener reports to, the position will also have a direct relationship with the Heads of Campus. |
| Key Responsibilities | Duties, as listed, but not restricted to those in this job description. <ul style="list-style-type: none"> • Ensure the College's gardens and sports fields are presented in an optimal manner at all times. • In liaison with the Facilities Manager plan, maintain and develop garden areas around the College. |

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| | <ul style="list-style-type: none"> • 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. |
| Relevant Skills, Knowledge and Experiences | <p>Within the context of the role described, the incumbent will be expected to have, and performance will be measured against, the following:</p> <ul style="list-style-type: none"> • 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. |
| Qualifications | <ul style="list-style-type: none"> • Experience in maintenance and development of garden areas and sports fields. • 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. • Valid Working with Children Check (Employee). |
| Conditions of Employment | <ul style="list-style-type: none"> • All teachers will hold current registration with the Victorian Institute of Teaching (VIT) and all ESS staff will hold a current Working with Children Card.(WWC) • 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 well-being 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. |
| Application Process | <p>Written applications addressing the key responsibilities and key qualities should be emailed to humanresources@overnewton.vic.edu.au.</p> <p>Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact Natalie Dedman (Ext: 115)</p> |

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| | In the first instance, further enquiries about this position should be directed to the Head of Human Resources, Di Nunan (Ext: 147) |
| Selection Process | A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview. |

CLOSING DATE FOR APPLICATIONS: Friday, 25 June, 2021

| Overnewton Anglican Community College | |
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| Vision | A community of Learners Embracing the Future |
| 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. |
| 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. |
| Website | Information about Overnewton College is available on the College website: www.overnewton.vic.edu.au . |