



**CHRISTIAN
COLLEGE**
G E E L O N G

Successful applicant of the following position will possess a good rapport with all age groups, demonstrate Christian values, and be able to work within a dedicated team of Christian College staff.

SCHOOL GARDENER / GROUNDS PERSON

Christian College is seeking an experienced casual/part-time school gardener/grounds person to work at the different campuses across Geelong and the Bellarine Peninsula.

The successful applicant will show initiative and have the ability to work within a team and individually.

A Working with Children Certificate will be required. Award salary applies.

Applications should be forwarded to:

Secretary to the CEO
18 Burdekin Rd, Highton Vic 3216
ceo.secretary@ccg.vic.edu.au

CLOSING DATE: Thursday, 12th February 2015



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POSITION DESCRIPTION: Grounds Person/Gardener Part-time/Casual

Purpose Statement

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the administrative outcomes required and expected by the Christian College community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

Expectations of Duties

Under the direction of (and in collaboration with) the Grounds Manager

- maintain tools and/or equipment for the purpose of ensuring the availability of equipment for the purpose of ensuring the availability of equipment in a safe operating condition
- operate a variety of equipment (eg ride on/push movers, whipper snippers etc) for the purpose of providing grounds with appropriate care and/or maintenance
- apply pesticides and/or fertilizer for the purpose of controlling insects and weeds in accordance with established procedures
- participate in meetings for the purpose of conveying and/or gathering information required to perform varied job demands
- plant a variety of flora (eg lawns, shrubbery, flowers) and use appropriate landscape materials and equipment for the purpose of maintaining the grounds in an attractive state and for protecting against erosion
- maintain grounds areas (eg fertilizers soil, courtyards, flower beds) for the purpose of providing safe areas for assemblies, recreational activities and/or special events
- prepare documentation (eg hand written orders) for the purpose of providing written support and/or conveying information
- as required, repairs small sections and areas of concrete (eg paths, driveways) for the purpose of maintaining safe and attractive grounds
- respond to emergency situations for the purpose of resolving immediate safety concerns

- perform duties of other grounds maintenance staff as may be required for the purpose of maintaining campus grounds in accordance with established standards
- monitor landscaped areas, sprinkler systems and grounds for the purpose of identifying repairs and/or replacement needs, and providing an attractive environment
- perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Grounds Team

Behaviours

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
- be open and honest in all communication – students, staff and parents
- respond promptly to communications
- show respect to all students, staff and parents
- must maintain appropriate relationships with students at all times
- embrace change
- act with professionalism ensuring that personal goals are in line with the College vision and strategies
- have a good working knowledge of all the policies and procedures
- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and risks associated in performing daily tasks

Responsibility

Responsibilities include:

- working under limited supervision
- following standardized practices and/or methods (eg OH&S)
- utilization of some resources from other campuses is often required to perform the job’s functions

Organisational Relationships

- reports to Grounds Manager

General Conditions of Employment

This position is employed under the conditions detailed in the Educational Services (Schools) General Staff Award 2010/Schools Operational Services. A copy of this Award is available on the Fairwork Australia website at: www.fairwork.gov.au.