

POSITION DESCRIPTION

HORTICULTURE TRAINEE CERTIFICATE III



POSITION HOLDER:	Vacant
SECTION:	Administration
POSITION REPORTS TO:	Maintenance Team Leader
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Award – 2 year traineeship
STUDENT CARE:	No
HOURS:	Full Time - 38 hours per week

PURPOSE

To work as part of the grounds and maintenance team in ensuring the School looks visibly appealing, the grounds are safe and fit for purpose and all work is undertaken in a safe way for all users of the School. To ensure that all work is undertaken in line with the School's service levels.

PRIMARY DUTIES

- o Assist with grounds and maintenance tasks in consultation with the Maintenance Team Leader and in line with the service standards of the School.
- o Assist with landscaping and irrigation works in line with the Schools landscaping program.
- o Assist with general grounds improvements including garden bed maintenance, lawn mowing, rubbish collection, irrigation and hard landscaping tasks.
- o Assist with maintaining the grounds, the maintenance workshop and equipment in good and safe condition, following maintenance specifications. Reporting any faulty equipment.
- o Assist the members of the grounds and maintenance team and school staff, with projects and minor works as directed by the Maintenance Team Leader. Assist in processes associated with achieving optimum plant growth and health.
- o Attend and complete requirements of approved registered training organisation.
- o After completing required training and induction, safely use and maintain, horticultural equipment and machinery as required.
- o Follow the Work Health and Safety regulations and documentation necessary, for tasks performed during all work by Friends' staff, including legislative compliance.
- o Promote and collegially participate in a proactive grounds and maintenance team culture.

- o In consultation with the Maintenance Team Leader plan and carry out routine and programmed maintenance tasks.
- o Mow, fertilise and water lawns in line with the service level standards. As far as possible, all grass areas to be kept green, healthy and well maintained. Any bare areas to be repaired as appropriate.
- o Assist with weeding beds and tubs and replace any annuals per the service level standards.
- o Assist with pruning and tidy trees and shrubs in line with the traineeship.
- o Assist with keeping grounds neat and tidy, including responsibility for weed growth around and onto paths,
- o in line with service levels.
- o Assist the maintenance team to ensure that grounds maintenance projects are appropriately supervised and set up safely.

KEY RELATIONSHIPS

- o Risk & Compliance Manager
 - o Facilities & Services Manager
 - o Buildings & Maintenance Manager
 - o Administration staff – sectional offices
 - o Grounds/Maintenance staff

DELEGATIONS

- o Nil

SELECTION CRITERIA

1. Proven interest in best practice horticulture or other relevant qualification.
2. Basic gardening knowledge, experience and skills.
3. Understanding of basic Safe Chemical Management.
4. Highly motivated, well-organised and flexible in your approach to work, with good interpersonal communication skills.
5. Physically fit and able to perform the duties of the position.
6. Be at ease with Quaker values and the ethos of The Friends' School.

CONFIDENTIALITY

A School environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

- You are expected to:
- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name:

Date:

Signature: