

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Gardeners (Government) Award 1986 Government Service (Miscellaneous) General Agreement 2013 or as replaced
Group: Schools	Effective Date of Document 11 September 2014
Directorate: Education Regions	
Branch: School	
Section:	

THIS POSITION		
Title:	Gardener/Handyperson	
Classification:	Level 2	
Position No:	Generic	
Positions under <u>direct</u> responsibility		
Title: Nil	Classification:	Position No:

REPORTING RELATIONSHIPS		
TITLE:	Principal	
LEVEL:	Various	
POSITION NUMBER:	Various	
TITLE:	Business Manager/Registrar	
LEVEL:	Various	
POSITION NUMBER:	Various	
This position and the positions of:		
Title Various	Level	Position Number

TITLE Gardener/Handyperson	CLASSIFICATION Level 2	POSITION NO Generic	EFFECTIVE DATE 11 September 2014
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CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

TITLE Gardener/Handyperson	CLASSIFICATION Level 2	POSITION NO Generic	EFFECTIVE DATE 11 September 2014
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ROLE

The Gardener/Handyperson:

- maintains and presents the school grounds and gardens in a clean and tidy condition
- provides a suitable growing environment for both soft and hard landscaping, including turf management
- maintains tools and horticultural equipment in a serviceable condition
- provides advice and support to the Business Manager/Registrar on school grounds maintenance
- ensures that formal and informal sports areas are marked as required
- performs minor repairs and maintenance in accordance with the Department's policies and guidelines
- performs tasks and duties using safe work practices
- maintains accurate gardening records.

OUTCOMES

1. School grounds including turf areas, garden beds, shrubs and trees are maintained and presented in a clean, healthy and tidy state as far as conditions allow providing students and staff with a safe external learning environment.
2. Effective communication and good working relationships are established with school staff.
3. Advice and support to the Business Manager/Registrar is current, relevant and consistent with the Department's policies and procedures on school grounds maintenance.
4. Areas for both formal and informal sports are marked as required.
5. Tasks and duties are carried out using safe work practices in a timely manner and with minimal disruption to students and staff.
6. Minor repairs and maintenance are carried out according to the Department's policies and guidelines and all gardening facilities, equipment, tools and machinery are maintained in a neat, clean and serviceable condition.

TITLE Gardener/Handyperson	CLASSIFICATION Level 2	POSITION NO Generic	EFFECTIVE DATE 11 September 2014
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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated sound communication and interpersonal skills.
2. Demonstrated experience in maintaining grounds and gardens in schools or parks and gardens, including turf management.
3. Demonstrated experience in servicing horticultural/gardening equipment and performing minor repairs and maintenance tasks.
4. Demonstrated knowledge of gardening methods and procedures, including the safe use and storage of gardening equipment, materials and chemicals.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 11 September 2014
TRIM REF # D14/0430341