

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

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| <b>Public Sector<br/>Management Act<br/>1994</b> | <b>Salaries/Agreement/Award</b><br>Gardeners (Government) Award 1986<br>Government Service (Miscellaneous) General Agreement 2016<br>or as replaced |
| <b>Group:</b> Schools                            | <b>Effective Date of Document</b><br>23 August 2017   |
| <b>Region:</b> Education Regions                 |   |
| <b>School:</b> Schools                           |   |

|  |                             |                     |
|--|-----------------------------|---------------------|
| <b>THIS POSITION</b>                         |                             |                     |
| <b>Title:</b>                                | Senior Gardener/Handyperson |                     |
| <b>Classification:</b>                       | Level 5                     |                     |
| <b>Position No:</b>                          | Generic                     |                     |
| <b>Positions under direct responsibility</b> |                             |                     |
| <b>Title:</b>                                | <b>Classification:</b>      | <b>Position No:</b> |
| Assistant Gardener/Handyperson               | Level 1                     |                     |

|  |                            |                        |
|--|----------------------------|------------------------|
| <b>REPORTING RELATIONSHIPS</b>             |                            |                        |
| <b>TITLE:</b>                              | Principal                  |                        |
| <b>LEVEL:</b>                              | Various                    |                        |
| <b>POSITION NUMBER:</b>                    | Various                    |                        |
| <b>TITLE:</b>                              | Manager Corporate Services |                        |
| <b>LEVEL:</b>                              | Various                    |                        |
| <b>POSITION NUMBER:</b>                    | Various                    |                        |
| <b>This position and the positions of:</b> |                            |                        |
| <b>Title</b>                               | <b>Level</b>               | <b>Position Number</b> |
| Various                                    |                            |                        |

| TITLE                       | CLASSIFICATION | POSITION NO | EFFECTIVE DATE |
|-----------------------------|----------------|-------------|----------------|
| Senior Gardener/Handyperson | Level 5        | Generic     | 23 August 2017 |

## CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing Secretariat services to the Teachers Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations 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.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>

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.

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| <b>TITLE</b><br>Senior<br>Gardener/Handyperson | <b>CLASSIFICATION</b><br>Level 5 | <b>POSITION NO</b><br>Generic | <b>EFFECTIVE DATE</b><br>23 August 2017 |
|--|----------------------------------|-------------------------------|---|

## **ROLE**

The Senior 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 Manager Corporate Services 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
- carries out tasks and duties using safe work practices
- supervises tasks performed by the Assistant Gardener/Handyperson/s
- maintains accurate gardening records
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

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|--|----------------------------------|-------------------------------|---|

## 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 administration. Advice and support to the Manager Corporate Services is current, relevant and consistent with the Department's policies and procedures on school grounds maintenance.
3. Areas for both formal and informal sports are marked as required.
4. Tasks and duties are carried out using safe work practices in a timely manner and with minimal disruption to students and staff.
5. 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.
6. Relevant supervision of tasks is provided to the Assistant Gardener/Handyperson.
7. Accrued leave of staff is managed effectively.
8. Performance management and development is delivered effectively.

## 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 good 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.
5. Demonstrated competence in coordinating and supervising staff.

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### **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 Accountable 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 23 August 2017**

**TRIM REF # D17/0356972**