

**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 2016 or as replaced
Group: Schools	Effective Date of Document 22 August 2017
Region: Education Regions	
School: School	

THIS POSITION	
Title:	Assistant Gardener/Handyperson
Classification:	Level 1
Position No:	Generic
Positions under direct responsibility: Nil	

REPORTING RELATIONSHIPS		
TITLE:	Manager Corporate Services	
LEVEL:	Various	
POSITION NUMBER:	Various	
TITLE:	Senior Gardener/Handyperson	
LEVEL:	5	
POSITION NUMBER:	Various	
This position and the positions of:		
Title	Level	Position Number

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Assistant Gardener/Handyperson	Level 1	Generic	22 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.

TITLE Assistant Gardener/Handyperson	CLASSIFICATION Level 1	POSITION NO Generic	EFFECTIVE DATE 22 August 2017
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ROLE

The Assistant Gardener/Handyperson assists the Senior Gardener/Handyperson to:

- develop the school grounds and gardens and maintain them to a clean and tidy condition
- maintain a suitable growing environment for both soft and hard landscaping, including turf management
- ensure that formal and informal sports areas are marked
- perform minor repairs in accordance with the Departmental policies and guidelines
- perform other gardening/handyperson duties, as requested
- perform tasks and duties using safe work practices
- maintain tools and horticultural equipment in a serviceable condition.

OUTCOMES

1. School grounds, including turf areas, garden beds, shrubs and trees, are maintained and presented in a clean and tidy condition.
2. Areas for both formal and informal sports are marked.
3. Tasks and duties are carried out using safe work practices.
4. 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 Assistant Gardener/Handyperson	CLASSIFICATION Level 1	POSITION NO Generic	EFFECTIVE DATE 22 August 2017
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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 good communication skills.
2. Demonstrated ability to operate and maintain horticultural equipment and apply safe working practices.
3. Demonstrated ability to maintain both soft and hard landscaped areas, including turf growth requirements.
4. Demonstrated experience in the practical application and safe use of hand tools.
5. Demonstrated landscaping experience, including identification of plant groups.

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 22 August 2017
HPRM REF # D17/0356703