

# **Gardener/Handyperson**

Schools

Position number	Generic
Agreement	Government Services (Miscellaneous) General Agreement 2019 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services
Direct reports	Nil

## Context

Information about the particular school or college in which the vacancy is being advertised is available on <u>Schools Online</u>.

For further information about the Department, please visit: <u>education.wa.edu.au.</u>

### Key responsibilities

- School grounds (including turf areas, garden beds, shrubs and trees) are maintained and presented in a safe and tidy state as far as conditions allow, providing students and staff with a safe external learning environment.
- Maintain a suitable growing environment for the soft landscape, including gardens, lawns and broader turf management.
- Maintain hard landscaping such as courts and paving.
- Mark formal and informal sports areas as required.
- Perform minor repairs and maintenance in accordance with the Department's policies and guidelines.
- Maintain gardening facilities and equipment, tools and machinery to a neat, clean and serviceable condition.
- Report faults as practicable.
- Perform tasks and duties using safe work practices, including following Safety Data Sheet guidelines, in a timely manner with minimal disruption to students and staff.
- Assist the Manager of Corporate Services in the development of safe work procedures and undertake risk assessments as required.
- Manage hazardous substances in accordance with Occupational Safety and Health (OSH) legislation, including maintaining Safety Data records as required.
- Maintain tools and horticultural equipment in a serviceable condition including organisation of regular servicing, testing and repair.



- Provide advice and support to the Manager Corporate Services on school grounds maintenance that is current, relevant and consistent with the Department's policies and procedures on school grounds maintenance.
- Effective communication and good working relationships are established with wider school community.
- Arm and disarm security systems as required.

#### **Selection criteria**

- 1. Demonstrated sound communication and interpersonal skills.
- 2. Demonstrated experience in maintaining grounds and gardens, including turf management.
- 3. Demonstrated experience in minor servicing of 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 and training requirements**

Employees will be required to:

- complete introductory School Gardener training within 3 months of commencement in metropolitan areas or as soon as practicable for regional areas
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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 responsibilities and other requirements of the position.

#### ENDORSED

Date14 January 2020ReferenceD19/0392315

