



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 [Schools Online](#).

For further information about the Department, please visit: education.wa.edu.au.

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

Date 14 January 2020
Reference D19/0392315