

# Position Description & Duty Statement

## Garden Labourer



POSITION TITLE:	Garden Labourer		
EMPLOYMENT TYPE:	Full Time	REPORTS TO:	Business Manager
CLASSIFICATION:	Groundsperson; Salary Range \$75,000-\$78,000		
DATE LAST REVIEWED:	October 2024	APPROVED BY:	Principal, St Mary's College
ACCREDITATION LEVEL:	Accreditation to Work in Catholic Education (Schools)		

## Our Mission

St Mary's College is a Catholic school situated in Broome that provides education from K-12 for parents who desire a Catholic education for their children. The College caters for the diverse educational, spiritual, and cultural needs of its students by promoting self-esteem and initiative. It offers them skills to take their place confidently in society while living according to Christian values.

## Our Core Values

### Courage

Upholding the Catholic faith and all Christian values and being true to ourselves.

### Love

Understanding differences with compassion and humility; accepting what has happened and being able to move on with unconditional forgiveness.

### Empathy

Listening, understanding, and communicating with others in the spirit of our college Motto – Listening Hearts.

### Acceptance

Appreciating each person and their story, valuing cultural differences, creating a safe, caring College and being inclusive of all.

### Resilience

Being self-motivated, understanding our strengths and challenges, always giving our best and persevering in the face of adversity.

## Our Motto - Listening Hearts

We have empathy for each person's circumstances, hopes and dreams, and listen with our hearts to students, families, and staff.

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## Purpose of Position

Working under the general direction of the Principal through the Business Manager and Grounds and Maintenance Supervisor, the gardener is responsible for the maintenance of College grounds and facilities. This position is a vital role in supporting the education program of the College. The gardener must have a positive attitude and be physically fit to undertake daily duties. The gardener must be aware of and comply with Work Health & Safety policies and practices of the School. The gardener may be required to assist with major school events such as sport carnivals, Masses and other activities, and shall attend staff meetings and other meetings as required conducted at the school or elsewhere, within or outside of the employee's normal working hours.

## Core Duties and Responsibilities

### Catholic Identity:

- Support the College in maintaining the Catholic ethos of the College and act in a manner that is supportive of the teachings of the Catholic Church
- Wholeheartedly embrace the culture and vision of the College

### Education:

- Show initiative, work independently and contribute actively to a dynamic team environment and embrace the concept of continuous learning.
- Participate in school based decision making groups.
- Attend meetings and/or professional development as required by the Principal or delegate
- Demonstrate competent use of information technologies
- Other duties as discussed with Principal or as delegated, Business Manager and Principal.

### Community:

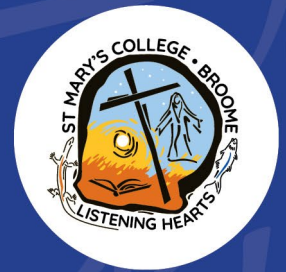
- Coordinates and supervises sub-contractors employed to undertake minor works at the College.
- Liaises and arranges with suppliers for provision of materials associated with maintenance works.
- Setting up and packing down for events with chairs, tables, stage, equipment, shades, and other requirements for college and community functions
- Assist in preparation and marking of grounds for sporting functions

### Stewardship:

- Loading, unloading and moving garden supplies and equipment
  - preparing garden sites and plots using hand tools and machines
  - assisting with planting, transplanting and positioning flowers, shrubs, trees and lawns in gardens
  - maintaining gardens by watering, weeding, pruning, mulching and fertilising, operating and adjusting irrigation systems and using protection strategies
  - raking, aerating, dethatching, fertilising and mowing lawns
  - spraying and dusting trees, shrubs, lawns and gardens, as directed, to control pests, weeds and disease
  - cleaning gardens and removing rubbish
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## Selection Criteria Skills & Experience requirements

### Competencies:

- Good verbal and written communication skills and ability to communicate effectively with other people and follow written instructions.
- Competent operation of grounds and maintenance machinery and equipment (tractors, lawnmowers, power tools etc).
- Ability to show initiative, work independently, and contribute actively to a dynamic team environment.
- Model and maintain the Catholic ethos of the College.

### Qualifications Required:

- Current Working with Children Check WA.
- Current Nationally Coordinated Criminal History Check
- Current unrestricted WA 'C' class drivers' licence

### Qualifications Desirable:

- WA Heavy Rigid 'HR' driver's licence
- Relevant trade certificate (ie Certificate in Building Construction, Horticulture, Landscape Gardening etc)

### Experience Required:

- Minimum of 1 year relevant experience as gardener similar.
- Experience working with reticulation systems highly desirable

### Child Safe Framework

St Mary's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the CECWA Child Safe Framework at all times.

### Code of Conduct

All staff at St Mary's College must adhere to the College Code of Conduct at all times (please see Staff Code of Conduct).

### Work Health & Safety

It is every employee's responsibility to:

- promote a safe and healthy working environment that complies with WHS requirements.
  - take a shared responsibility to ensure the safety and well-being of self and others.
  - utilise all protective equipment provided and as instructed.
  - work in a safe manner while exercising due care and caution.
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