

## Groundsperson position

Huntingtower has a long tradition of educational excellence and consistently performs academically among the top schools in Victoria.

We are seeking a **Groundsperson** with a background in horticulture to join our maintenance/grounds team. You will be systematic in your approach but flexible and able to work comfortably in a small team environment. This role will have responsibility for the ongoing maintenance of the Schools' gardens and grounds. The keys duties for this role include:

- Assist with developing a grounds masterplan
- Maintain the gardens and grounds at the School as directed and in accordance with the agreed maintenance plans
- Maintenance and ongoing care of the gardens and grounds (including, but not limited to) buying/sourcing materials/plants/seeds etc as needed for the gardens upkeep and presentation & fertilizing lawns, hedges, and shrubs & preventing and eliminating weeds
- As well as the care, mowing and line marking of the several ovals
- Following maintenance schedules required for the use of and maintenance of equipment
- Experienced in designing and installing irrigation systems, conducting Irrigation audits and performing repairs to ensure the systems work effectively

The role involves performing bending, heavy lifting of goods, handling organic and chemical pesticides and sprays, maintaining machinery and equipment, working at heights, working in confined spaces, and operating machinery including motor vehicles. A certain level of physical fitness is necessary. The Groundsperson must prioritise safety in all tasks.

*The ideal candidate for this role should have:*

- Experience in a similar role maintaining grounds, preferably in a school environment
- A trade certificate or comprehensive knowledge of trade skills - Certificate III in Horticulture or similar
- A chemical user certificate
- An understanding of basic machinery maintenance
- Turf industry experience – a benefit but not essential
- A current driver's licence
- Basic computer/organisational skills

This position will require strong organisational, flexible and administrative skills capable of facilitating the demands of the role. Previous experience within a School environment highly advantageous.

Our people are the backbone of our enviable community and culture, and together produce high quality teaching and learning experiences for our students. We offer a range of general and role specific benefits in recognition of the ongoing valuable contributions our staff make.

This is a **full-time ongoing position commencing asap**. The hours for this role will be Monday to Friday 7.00am – 3.00pm.

A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment at Huntingtower.

**Position description is available below.**

If you are a dedicated, warm, supportive, and professional person who would like to become involved in a caring environment, please submit your application by **Friday 19 July 2024** together with the names, addresses and telephone numbers of three referees.

**We will shortlist and interview high quality applications as they are received, and we strongly encourage interested candidates to submit their application as soon as possible.** The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The school undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.

## Position Description

### Groundsperson

#### Nature of Role

The Groundsperson oversees maintenance of the School's outdoor areas, encompassing lawns, gardens, sports facilities, and playgrounds, while also managing irrigation systems and ensuring adherence to safety standards, crucial for maintaining safe, appealing, and operational grounds for all.

#### Main Responsibilities and Duties

- Assist with developing a grounds masterplan
- The care and preparation of sporting fields including mowing and line marking Following maintenance schedules required for the use of and maintenance of equipment
- Conducting Irrigation audits and performing repairs to ensure the systems work effectively
- Assist the Property Manager with appropriate Maintenance requests
- Assist with the preparation and dismantling of outdoor events and activities as required
- Responsible for ensuring that all activities under their control are conducted in a legal and ethical manner

#### Grounds Development and Maintenance of Gardens

- Maintain the gardens and grounds at the School to a high standard as directed and in accordance with the agreed maintenance plans
- Responsible for the preparation and maintenance of a range of sports facilities as required seasonally to ensure a consistent high standard of surface presentation

- Undertake the planning of all preparatory and cultivation work to maintain safe quality playing surfaces
- Mowing/edging – this involves operating a variety of ride on and push mowers and trimmers
- Development and maintenance of gardens (mulching, planting, pruning, and weeding)
- Maintenance and ongoing care of the gardens and grounds (including, but not limited to) buying/sourcing materials/plants/seeds etc as needed for the gardens upkeep and presentation & fertilizing lawns, hedges, and shrubs & preventing and eliminating weeds
- Assist with the upkeep of all trees, notifying the Property Manager of any dangerous branches of dropped limbs
- Water trees and garden beds as required
- Maintain the sprinkler systems around the School and able to install new systems
- Maintain water tank pumps to ensure the clear flow to sprinkler systems
- Keep green spaces and hard surfaces clear of rubbish and debris

### **Hard Surfaced Courts**

- Ensure all courts are free of leaves and debris
- Check for court damage and treat any growth of moss that may appear
- Regularly clean the court drain pit

### **Repair, Maintenance, Care of Equipment and Safety**

- Maintain tools, machinery and equipment are in a safe working condition and correctly stored eg mowers, blowers, whipper snippers etc
- Clean machinery after daily use
- Ensure the safe storage and control of consumable materials and equipment
- Ensure work areas and the maintenance shed is kept clean, tidy and secure at all times
- Following safety standards is crucial for ensuring a safe environment

### **Position Requirements**

The role involves performing bending, heavy lifting of goods, handling organic and chemical pesticides and sprays, maintaining machinery and equipment, working at heights, working in confined spaces, and operating machinery including motor vehicles. A certain level of physical fitness is necessary. The Groundsperson must prioritise safety in all tasks.

- Experience in a similar role maintaining grounds, preferably in a school environment
- A trade certificate or comprehensive knowledge of trade skills
- An understanding of basic machinery maintenance
- A chemical user certificate
- Knowledge of synthetic and natural fertilizers
- Knowledge of health and safety and safe handling practices
- A current driver's licence
- A current Working with Children Check (E) and a Criminal Record Check is an essential requirement of this role
- A strong belief in child safety and protection, and a willingness to be actively engaged in the School's child safe culture
- A positive history of working with children and experience in child-related work
- Basic computer skills

### **Service Excellence and Customer Relationship Management**

- Work well in a team and be prepared to assist others in the team when required
- Good Interpersonal skills to communicate with a range of people, students, staff and parents
- Consider classes in the area when using excessive noise machinery

- Flexible and able to adapt to changing demands
- Ability to be self-motivated, focussed and to complete tasks on time
- Demonstrate a professional, helpful and friendly attitude
- Build and maintain a respectful and professional relationship with all stakeholders
- A firm belief in, and commitment to the mission, vision and core values of the School with an ability to articulate and promote these values.

### Flexibility

- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience
- The post holder is required to be flexible in developing their role in agreement with the Property Manager

### Key Relationships

Reporting to:

- Property Manager
- Director of Business Operations

### Health and Safety

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Being familiar with emergency procedures and being ready to implement them if necessary

### Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified,

where students are under their care

- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct and Staff Code of Conduct*