



POSITION DESCRIPTION

Position name	Grounds Person
Employment Status	Permanent Full Time
Load	38 hours per week
Level	Grade 2
Key Relationships	Reporting to the Maintenance & Grounds Manager this role will support the Infrastructure Team by providing horticultural and grounds maintenance activities.

Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

Position Objective:

The Grounds Person is responsible for actively contributing to an integrated team approach to ensure College grounds are maintained to a high standard under the day-to-day supervision of the Grounds Maintenance Supervisor.

Key Responsibility Areas:

1. Duties and Responsibilities

- Horticultural activities
- Landscaping activities
- Sporting surfaces
- Irrigation installation and repairs
- Swimming Pool maintenance
- Event setup

2. Work Health Safety and Wellbeing

- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable

- Conform with the PPE requirements of the role
- Read and adhere to all Scotch WHS guidelines and policies

3. General

- Undertake other duties as required

Key Selection Criteria: Qualifications, Skills and Experience

Experience

- Horticultural Qualifications (Certificate III or Diploma).
- Proven experience working in a horticultural environment is essential.
- Experience with all general horticultural light machinery i.e. mower, chainsaw etc. is essential.
- Experience with heavy machinery i.e. fairway mower is essential.
- A broad range of experience in landscaping is highly desirable.

Essential qualifications, skills and knowledge

- Drivers Licence
- Proven ability to work with minimum supervision
- Construction industry white card – desirable
- Cert III in Horticulture

Key Selection Criteria: Personal Attributes

- Ability to undertake manual tasks such as lifting, pulling and moving objects
- Ability to operate and drive a motor vehicle
- High level of customer service

Conditions of Employment:

- All applicants must be eligible to work in Australia.
- All applicants must satisfactorily complete a pre-employment functional screening & medical
- All employees must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Work flexible hours to service the College's various activities, which will include occasional evening and weekend work.
- Position is employed under the terms and conditions of the College's Enterprise Agreement.

Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.