



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position
Gardener

Reporting to
Grounds Manager

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 650 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,150 boys - day students and boarders.

Purpose of the Role

Reporting to the Grounds Manager and the Horticulturalist the Gardener is responsible for the design, preparation, planting and maintenance of garden beds and associated areas. This is a hands on working position. At times the Gardener will also be required to assist with the maintenance of the School's sporting fields, grounds and synthetic surfaces. Paramount to this role is the ability to present the School's gardens and surrounds in optimum condition on a consistent basis.

The hours for this position are Monday to Friday, 6:45am – 2:45pm, some over time will also be required.

Key Internal Contacts

Grounds Department Staff	MGS Staff
Students	Sports Coaches
Contractors	Old Melburnians

Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Gardens

- Ensure the professional presentation of the Melbourne Grammar School gardens, and landscaped areas
- Select appropriate plants when required and the planting of trees, shrubs, and annual plants
- Carry out the maintenance of all plants including regular fertilization, chemical application and the use of wetting agents as required
- Identify and recommend improvements to ensure the ongoing vitality of the schools landscaped areas
- Purchase garden supplies as required
- Carry out instructions from the Horticulturalist
- Assist in the costing of new garden beds/designs
- Maintain the hedging of shrubs, trees and planter boxes, including tree pruning when it is safe to do so
- Carry out tree inspections on a regular basis and make recommendations to the Horticulturalist and the Grounds Manager
- Maintain an understanding of industry developments specifically relating to gardening practices

Turf and Fields

- Stay abreast of user groups training schedules and ensure fields, lawn areas and gardens are prepared in a professional manner
- When required ensure field line markings are in accordance with all codes rules and regulations
- Demonstrate a willingness to apply skills to areas of need outside the garden area when required by the Grounds Manager or the Horticulturalist

Irrigation

- Adhere to water restriction guidelines
- Stay abreast of all irrigation programming to ensure efficient and effective irrigation practices
- Ensure irrigation schedules operate within non-event hours
- Report irrigation breaks and malfunctions and make repairs whenever possible



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- Install irrigation as required
- Protect the environment and minimize adverse impacts

Machinery and Supplies

- Ensure safe delivery and management of horticulture supplies
- Operate horticulture machinery in a safe and responsible manner
- Report any machinery defects
- Wash down and store machinery correctly after use
- Pack away and safely store equipment at the end of the day
- Lock up machinery shed and other areas as required at the end of the day
- Monitor tools and equipment and report if any equipment is missing

Cleaning

- Maintain roads, paving and pathways in good order and clean condition
- Clean drains and pits as required
- Monitor supplies and equipment stored in all maintenance sheds and maintain this area in a clean and tidy condition
- Other duties, as directed by the Grounds Manager

People and Contractor Management

- Assist outside contractors when required
- Assist the sports field team when required
- When required, direct staff to ensure daily tasks are projects are achieved, and coordinate activities as required
- Carry out duties at all times with as little inconvenience and disturbance to students and external user groups as possible
- Show respect and be courteous to patrons using the facilities

Safe Handling and Administration

- Use chemicals in a safe manner and wash equipment after use
- Ensure chemical storage and handling area is kept in a clean and tidy condition
- Keep chemical use records when using chemicals
- Protect the environment and minimise adverse impacts
- Complete Job Safety Analysis for daily tasks
- Refer to Safe Work Method Statements where appropriate
- Comply with OH&S requirements
- Complete Fixit notices as required

MGS Policies: Risk Management, Health and Safety and Child Safety

- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.



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Child Safety

Melbourne Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires MGS to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment. All staff must comply with the MGS child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children.

Knowledge, Skills and Qualifications

Qualifications

- Trade Certificate in Horticulture or relevant field (essential)
- Industry experience gardening (essential)
- Current driver's license (preferable)
- Experience in garden design and plant needs
- Experience in operating machinery in public areas
- Experience in operating and maintaining horticulture equipment
- Chemical User certificate (essential)
- Elevated work platform (preferred)
- Must hold, or be willing to obtain, a current Employee Working with Children Check.

Knowledge

- Sound knowledge of horticulture, gardening and garden design
- Sound knowledge of irrigation systems
- Sound knowledge of machinery operation, maintenance and care
- Sound knowledge of all sports codes rules and regulations

Skills

- Ability to work independently, to show leadership and flexibility when confronted with challenges within the role, learning and improving with each challenge
- Ability to work with multiple groups of people, including contractors, and take instruction from the Grounds Manager

Personal Presentation

Melbourne Grammar School supplied uniform must be worn. You must present yourself in a neat and tidy, professional manner.

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent depending on the operational needs and requirements of the School.