



MELBOURNE  
GRAMMAR SCHOOL  
AN ANGLICAN SCHOOL

# Job Description

**Position**  
Grounds Person

**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 North 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 1,200 boys - day students and boarders.

## Purpose of the Role

Reporting to the Grounds Manager, the Grounds Person is responsible for the preparation and maintenance of the School's sporting fields, cricket pitches, grounds, synthetic surfaces, garden beds and associated areas. This is a hands on working position. Paramount to this role is the ability to present the School's playing and training fields in optimum condition on a consistent basis.

This position is located primarily at our Junior School Campus, Grimwade House in Caulfield but may be required to work at other Melbourne Grammar School locations.

## Key Internal Contacts

Grounds Team Staff & Manager	Grimwade Leadership Team
Grimwade Facilities Manager	Sports Coaches & Students
Teaching & Professional Staff	MGS Community Members
Property Services Staff	Subcontractors

## 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.

### Turf and Fields

- Ensure the professional presentation of the Melbourne Grammar School ovals and synthetic surfaces for all matches and training sessions
- Prepare turf centre pitches and practise pitches as required
- Stay abreast of user groups training schedules and ensure fields are prepared in a professional manner
- Ensure field line markings are in accordance with all codes rules and regulations
- Stay abreast of industry developments specifically relating to turf management practices
- Identify and recommend improvements to ensure the ongoing vitality of the School's turf areas
- Work efficiently to complete tasks in a timely manner to a professional standard
- Other duties, as reasonably directed by the Grounds Manager

### Gardens

- Maintain the School lawns and ensure they are always in peak condition
- Assist with the maintenance of the gardens
- Demonstrate a willingness to apply skills to areas of need outside the sports field area when required by the Horticultural team or Grounds Manager

### Irrigation

- 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
- Install irrigation as required
- Protect the environment and minimize adverse impacts
- Adhere to water restriction guidelines



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## Machinery and 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
- Ensure safe delivery and management of horticulture supplies
- Ensure the safe storage of machinery when the students are on breaks

## 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 turf team when required
- When required, direct staff to ensure daily tasks are projects are achieved, and coordinate activities as required
- Ability to work cohesively within the team
- 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, OHS 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
- Complete Safe Work Method Statements where appropriate and operate machinery safely
- Comply with OH&S requirements
- Complete Fixit notices as required

## Knowledge, Skills and Qualifications

### Essential

- Trade Certificate in Turf Management
- Industry experience in grounds management or similar role
- Chemical User certificate
- Experience in operating machinery in public areas, including the maintenance and care of equipment
- Experience in turf management, including operating and maintaining turf equipment
- Experience in line marking of sports fields, and turf pitch preparation
- Sound knowledge of all sports codes rules and regulations
- Sound knowledge of irrigation systems
- Must hold, or be willing to obtain, a current Working with Children Check

### Desirable

- Diploma of Turf Management or willing to undertake
- Current driver's licence
- Elevated work platform



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- Ability to work independently, to show leadership and flexibility, with a desire to learn and improve
- Ability to work well within a team environment and communicate effectively with staff, students and the School community
- Ability to work with multiple groups of people, including contractors, and take instruction from the Grounds Manager, and other staff

## Commitment to Child Safety

Melbourne Grammar School is committed to promoting and protecting the safety and wellbeing of all children and students within the School Environment. The School has no tolerance for child abuse and harm to children and students and takes proactive steps to identify and manage the risks of harm to students.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with a disability, those unable to live at home, international students, and children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+).

Melbourne Grammar adheres to robust human resources practices, in the recruitment, selection and screening of candidates, to ensure that individuals working with children are suitable. The School aims to identify and recruit the best and most suitable candidates who share the School's values and commitment to protect children and students.

All staff are responsible for understanding and applying Melbourne Grammar School's Child Safety policies and procedures, upholding the overarching principles and values set out by the School and take all reasonable steps to promote and protect the safety of children and students.

All teaching staff are required to have a valid Victorian Institute of Teaching registration, or where appropriate, permission of the Institute to teach.

## Risk Management, Occupational Health & Safety

Melbourne Grammar School is committed to providing a safe work and learning environment that supports the health, safety and wellbeing of students, staff, contractors, volunteers and our community.

Staff have a responsibility to:

- Familiarise and adhere to the School's practices and procedures in accordance with Melbourne Grammar's OH&S Policy and Risk Management procedures.
- Co-operate with the School's efforts to comply with its legal obligations under Victorian OH&S legislation.
- Perform duties in a safe manner without risk to health and safety, adhering to the School's system for reporting OH&S incidents and hazards.
- Take reasonable care for the health and safety of self and others, including those under your supervision

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 from time to time depending on the operational needs and requirements of the School.