



ROLE DESCRIPTION

GROUND AND GARDEN MAINTENANCE

Classification	School Services Officer Level 3- 4
Salary	\$61,495 - \$75,379
Load	Full Time
Appointment duration	Ongoing
Date Reviewed	September 2024

PREAMBLE

In 1957, a group of dedicated people brought St John Bosco's pastoral vision to Melbourne's rural Chadstone. Today, building developments and technological advancements communicate the College's commitment to progress, while our core pedagogical vision remains just as relevant as it was in 1957. Empowering young people to discover their own intrinsic goodness, while developing the skills and courage to express it in practical ways, is at the core of the Salesian Charism.

OUR VISION

A dynamic, joy-filled Catholic learning community, Salesian College inspires all boys to strive for excellence in the spirit of Don Bosco.

OUR MISSION

Salesian College Chadstone is a Catholic School for boys in the Salesian tradition. We welcome all boys and their families, celebrate diversity and promote relationships built on mutual respect. All in the community are treated as valued partners in laying the foundation for lifelong learning. We celebrate the achievements of all within an environment of joy and optimism. As a college, we are committed to building a caring community which:

- Ensures that a Catholic and Salesian ethos underpins all aspects of college life within an atmosphere of respect for all
- Promotes initiative, a spirit of enquiry and a desire to strive for academic excellence through innovative and supportive teaching
- Provides students and staff with every opportunity to develop all aspects of each individual
- Practises wise governance, strategic leadership and fair processes and
- Works in partnership with parents, families, past pupils, parishes, educational and ecclesiastical institutions and other civic agencies

OUR VALUES

Integrity | Respect | Belonging | Joy | Dynamism

All leadership positions in our Catholic school in the Salesian Tradition are designed to demonstrate the value it holds for the dignity of the human person, a culture of community and a commitment to social justice and service for the common good.

SALESIAN COLLEGE IS A CHILD SAFE SCHOOL IN ACCORDANCE WITH MINISTERIAL ORDER 1359

Salesian College provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning in accordance with Ministerial Order 1359 to ensure that everyone understands and is compliant in their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.



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POSITION

The Grounds and Garden Maintenance Officer promotes the vision and mission of Salesian College and contributes to its educational goals by creating, maintaining and developing a safe, pleasant, attractive and functional physical environment

The Grounds & Garden Maintenance Officer works in the context of and contributes to the College's Facilities Team and supports the Facilities Manager in providing timely and thorough management and maintenance of the College's grounds across the two (2) campuses of Salesian College to ensure that they are maintained to the highest standard and are prepared for the variety of internal and external activities in which the students at the school engage.

REPORTS TO

- Facilities Manager

COLLEGE TEAMS

- Facilities Team

KEY RESPONSIBILITIES

- Support the maintenance of grounds, gardens, playing services and other outdoor areas.
- Day to day operations of the College including set up & pack up for events and assemblies
- Assist with general maintenance at the college.

KEY DUTIES

The key duties and responsibilities of the Grounds & Garden Maintenance Officer include, but are not limited to the following:

GROUND, GARDENS, PLAYING SURFACES AND OTHER OUTDOOR AREAS

- Collaborate with the Facilities Manager to support the maintenance of gardens and lawns including mowing, watering, weeding, fertilising (Fertilising application of plants and grassed species) and mulching as required
- Manage chemicals holistically to control weed growth around the College campuses (preferred).
- Trim hedges and prune shrubs and trees
- Work together with the Facilities Manager to oversee the upkeep and maintenance of all gardens and grounds.
- Maintain and repair grounds equipment and other structures.
- Maintain, enhance and where directed upgrade existing garden beds across the College including planting and basic landscaping.
- Coordinate with the Facilities Manager to support the management and delivery of the College's tree plan.
- In conjunction with the Facilities Manager, the management and maintenance of over 60K sqm of open space, including playing surfaces, grassed surfaces, and garden beds, across both campuses.
- Keep grounds clean and tidy, with particular attention to leaf litter across both campuses.
- Assist with the planning and construction of new landscaping projects **in collaboration** with the Facilities Manager and Facilities Coordinator.
- Maintain the cleanliness and appearance of all external areas including paths and hard surfaces
- Perform line marking of turf grounds for various sports, including mixing different types of marking materials.



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GENERAL RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)

- Assist the Facilities Manager with the administration and management of grounds and garden bed activities within the school.
- Assist with keeping relevant equipment and tools cleaned, serviced and maintained in optimal working order
- Undertake works in a safe manner in accordance with current relevant legislative requirements, including Work Health and Safety requirements
- Undertake continuing professional development in areas relevant to their employment at the school
- Ensure the college environment is presented in a positive way
- Assist with general property maintenance and other duties as required
- As a member of the Facilities Team assist with the preparation of classrooms, furniture, equipment and fittings of the school.
- As a member of the facilities team assist with setting up and dismantling areas of the college for assemblies and other events through the school year.
- Support and promote the school policies and practices for Occupational Health and Safety and Equity
- Work in close collaboration with the Facilities Manager and other members of the Facilities Team to ensure the smooth and efficient functioning of the Facilities Team.

SKILLS, COMPETENCIES & QUALIFICATIONS

The ideal candidate should have relevant qualifications and experience in grounds and garden bed maintenance. Experience in a school environment is also desirable. The candidate will report to the Facilities Manager on a daily basis and is expected to support the philosophy of Catholic education. Key qualities for this position include strong communication and organisational skills, the ability to interact well with others, enthusiasm for working in a school setting, and a strong work ethic.

- Current Working with Children Check
- Current National Police Record Check from Victoria Police
- Current Victorian Driver's Licence (Light Rigid Licence preferred)
- Qualification in Grounds and Gardens is preferred or extensive experience in a similar Ground Maintenance role.
- Chemical Users is desirable
- Demonstrated understanding of turf maintenance
- Good knowledge of garden design is desirable
- Good communication and interpersonal skills
- Operation, maintenance and basic repair of various hand tools, machinery and equipment
- Assigned tasks carried out in a safe and effective manner with consideration for the understanding and application of safe methods of operation and standard operating procedures.
- In conjunction with Facilities Manager, support the maintenance, updating and development of materials safety data sheets and safe work methods statements (SWMS)
- Working as part of a diverse team and working autonomously with limited supervision
- A reliable and dependable person who always demonstrates professional integrity
- Strong level of proficiency in the use of computers and Microsoft Office (Word, Excel, Outlook)



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INHERENT REQUIREMENTS OF THE POSITION

- Refer to position's inherent requirements matrix on pages 5

KEY SELECTION CRITERIA

The Successful applicant will demonstrate evidence of:

1. A capacity to understand of Catholic identity, Salesian charism and College values in all aspects of College life.
2. A commitment to Child Safety and the welfare of young people and an understanding of Child Safety legislation and responsibilities.
3. Current Victorian Drivers Licence (Light Rigid Licence preferable).
4. Demonstrated understanding of turf maintenance and garden bed maintenance in previous positions.
5. Demonstrated capacity to work as part of a team and as required, working autonomously with limited supervision
6. Demonstrated level of proficiency in the use of the computers and Microsoft Office (Word, Excel, Outlook)

APPLICATION PROCESS

Applicants should submit:

- A cover letter (not exceeding one page) explaining your interest in the position and highlighting your relevant experience and skills.
- Curriculum Vitae (CV) detailing your educational background, work experience, and any relevant achievements.
- The names and contact details of three relevant referees including most recent Principal, if applicable.
- Applications addressed to Mr Mark Ashmore, Principal, Salesian College Chadstone at employment@salesian.vic.edu.au

Applications for this role must be received no later than: 18 October 2024

Any enquiries about the roles should be directed to Peter Knight – Facilities Manager via employment@salesian.vic.edu.au



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CHADSTONE EST. 1957

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INHERENT REQUIREMENTS OF THE ROLE - MATRIX

Physical Requirements							
Role	Predominately Outdoors Role with office-based tasks						
Body Posture	Not Required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Standing						x	
Sitting				x			Sitting at a computer
Kneeling / Squatting			x				Locating entrances / under building
Forward Reaching		x					
Reaching Above Shoulder Height		x					Lift / access equipment from shelves
Mobility	Not Required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Climbing Steps					x		Buildings (2 levels) and campus grounds stairs
Walking						x	
Ladder Climbing			x				Reaching equipment, light fittings, man holes
Manual Handling	Not Required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Lifting – Both Arms				x			Boxes, furniture, equipment
Carrying – Both Arms					x		Boxes, furniture, equipment
Lifting Weight Away From body <10kg			x				Boxes, furniture, equipment
Lifting Weight Away From body >10kg		x					Boxes, furniture, equipment
Lifting 0kg – 5kg				x			
Lifting 6kg- 10kg			x				
Lifting 11kg – 20kg			x				
Lifting 21kg – 30kg		x					
Lifting 31kg – 40kg		x					
Pushing / Pulling					x		Hand trolleys, student chairs, tables
Tool Use					x		Power tools: drills, whipper snipper, lawn mowers
Driving equipment/ plant		x					

TASK ANALYSIS

Frequency of physical demands. The frequency of the physical demands required as part of the role is defined under the following categories:(NR) – Not required is defined as being not within the range of duties

- (R) – Rare is defined as less than one task / duty on average per week
- Intermittent is defined as one task / duty on average every 3 hours
- (O) – Occasional is defined as one task / duty on average every hour
- (F) – Frequent is defined as one task / duty on average every 30 minutes
- (C)- Constant is defined as one task / duty on average every 15 minute