



Christ Church Grammar School

DUTY STATEMENT

Apprentice – Horticulture (Grounds)

DATE: 2024

STATUS: 1.0 FTE

TIME: Full-time, 4-year Apprenticeship

DEPARTMENT: Facilities Management

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1750 students including boarders. The School consists of the Preparatory School (PK to 6) and the Senior School (Years 7 to 12).

The primary focus of the position is to carry out grounds preservation throughout the campus and school owned property to the highest standards attainable.

LINE MANAGEMENT:

Reporting to the Senior Facilities Manager

WORKING RELATIONSHIPS:

- Senior Facilities Manager
- Chief Financial Officer
- Facilities Management Department Staff
- Administration and other Support staff
- Teaching staff
- Students
- Contractors and Visitors
- External Hirers (members of the community)

DUTIES AND RESPONSIBILITIES:

Throughout the duration of the Apprenticeship the appointee will:

- Implement and carry out grounds management programs in accordance campus seasonal and general operational requirements
- Maintain, repair and improve school grounds including ovals, lawns, turf, gardens, paving, reticulation and other related areas as directed
- Assist with small construction tasks such as excavating and handling and transporting of equipment and materials as directed
- Operate and maintain grounds equipment including ride on mowers, sprayers, aerators and/or small tractors as directed
- Apply and use of fertilizers and pesticides as directed
- Identify various diseases and relevant treatments
- Carry out insect and related pest control

- Ensure proper care in the use and maintenance of equipment, supplies and chemicals and promote continuous improvement of workplace safety and environmental practices
- Participate in the development and implementation of a “preventative” maintenance programs.
- Operate, maintain and install irrigation and drainage systems as directed
- Identify and correct soil deficiencies
- Develop knowledge of various plant species
- Carry out soil preparation and planting techniques
- Carry out specific work as directed, in conjunction with general horticulture practices and associated with plants/shrubs and landscaped features
- Assist with function set up and dismantle as directed
- Other duties may be assigned

KEY RESULT AREAS

Behavioral Descriptors:

- Use initiative and take responsibility for all tasks undertaken
- Exercise judgment and solve problems within the scope of the position
- Undertake tasks with accuracy and professional competency, within prescribed deadlines and foster a cooperative work environment.
- Always maintain confidentiality
- Undertake safe work practices
- Undertake other duties as directed

Team Participation:

- Work closely and cooperatively with all staff members
- Contribute positively and constructively with the School community
- Ensure performance consistent with the ethos, aims and objectives of the School

Customer Outcomes:

- Exhibit awareness of the need for sensitivity and confidentiality in dealing with all members of the Christ Church community together with those in the wider community
- Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met
- Deliver exceptional customer experiences

KNOWLEDGE, SKILLS AND EXPERIENCE:

This position requires:

- All applicants must have a National Police Certificate and have completed a Working with Children Check
- A passion and genuine interest in Horticulture
- Physical ability to lift and manipulate heavy objects and perform manual work
- Successful completion of a pre-employment medical examination
- Attendance to off-the-job training at South Metropolitan Tafe (Murdoch)

This position requires the willingness to learn, interest and ability to:

- Learn how to use and maintain hand and power tools applicable to the role
- Use and maintain turf equipment/machinery applicable to the role
- Perform grounds maintenance tasks, follow instructions and procedures and enact safe work practices
- Work both as a member of a team and independently as required
- Work effectively in a busy environment
- Communicate effectively to all staff and co-workers
- Carry out and receive orders effectively as requested
- Work effectively, efficiently without supervision at time

The person must have:

- Initiative
- Flexibility
- Reliability
- Tact and diplomacy
- Have a great sense of enthusiasm
- Ability to communicate well with a wide range of people

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions you receive during your employment/volunteering that may indicate a possible risk to children and young people
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2022
- The successful applicant must pass a pre-employment medical examination