



Lead Gardener – Senior School

Position Description

Role Summary

The Lead Gardener is responsible for the planning and maintenance of garden areas at Scotch College. This role involves implementing sustainable landscape practices and ensuring the high-quality presentation of the School's grounds. Key tasks include managing lawn maintenance, plant health, soil conditions and identifying and managing pests and diseases. The Lead Gardener will also be involved in general grounds maintenance as required.

Responsibilities

Responsibilities include, but are not limited to:

- **Garden Planning and Maintenance:** Oversee the planning and upkeep of both new and existing garden areas.
- **Sustainable Practices:** Implement and promote sustainable landscape practices
- **Lawn care:** Perform regular mowing, edging and whipper snipping of grassed areas
- **Plant care and management:** Manage planting, mulching, pruning and hedging activities
- **Pest and Disease Control:** Identify and manage pests, disease and weeds
- **Soil and Nutrition:** Manage plant nutrition and soil moisture
- **Spraying:** Apply plant protection products as required
- **Irrigation:** Utilise knowledge and experience in irrigation as required
- **General presentation:** Maintain the appearance of the school grounds to a high standard, including hard surface cleaning and litter pick up
- **Other Duties:** Perform other grounds related maintenance as required

Safeguarding Responsibilities

In addition to meeting your core functions, duties and responsibilities as outlined, all staff 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 valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

OH&S Responsibilities

All staff are also required to:

- Take reasonable care for their own safety;
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;



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- Cooperate with any reasonable policy or procedure of the School in relation to health or safety at the workplace that has been notified to staff;
- Report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work
- Attend and participate in any OH & S training or in-service seminars arranged by the School
- Engage openly with School in any consultation on OHS issues, or information brought to their attention, to assist the School meet its obligations under the OHS Act

Skills, Experience & Qualifications Required

- Relevant experience in Education or Government Horticulture sector (minimum 3 years)
- Certificate III in Horticulture or equivalent qualification (essential) / Diploma in Horticulture (desirable)
- Agricultural Chemical User Permit (ACUP) or equivalent
- Irrigation knowledge and experience
- Experience with and ability to safely operate of horticultural machinery and equipment
- Sound communication and customer service skills
- Ability to work independently, as part of a team and as a mentor for an apprentice
- Ability to work rostered overtime after hours and on weekends and as required
- Occupational Health and Safety knowledge
- Excellent interpersonal, written and verbal communication skills
- Well-developed organisational and time management skills and the ability to meet deadlines
- Relevant qualifications and/or training in child safety and wellbeing
- Current Employee Working with Children check or VIT

Reporting To

Principal / Head of Property and Grounds