

**Position Information Document  
Education Support Officer (ESO):**



**GARDENING & GROUNDS  
OFFICER**

**Name:**

**Position Title:** Gardening and Grounds Officer

**Employment Type:** Fixed-Term Contract – Part-time

**Commencement:** 22/04/2024

**Concluding:** 12/12/2025

**Grade:** ESO Grade 2

**Stream:** Services

**Time Fraction** 0.53 FTE – 20.0 hours per week, working 48/48 weeks per year (hours of work based on an individual flexibility agreement)

**Reports to:** Business Manager  
*All positions ultimately report to the Principal.*

**Employment conditions are in accordance with the Catholic Schools Enterprise Agreement 2020**

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**1. BROAD PURPOSE**

Gleeson College is a faith-filled community providing its members with the opportunity to discover, develop and use their God-given talents and abilities in the service of others.

Staff at Gleeson College are required to demonstrate a commitment to the belief that all students can be thriving people, capable learners, leaders for the world God desires, providing educational support to ensure that students develop the knowledge, skills and attributes they need to thrive in a rapidly changing and complex world.

The Gardening & Grounds Officer will be an integral part of the maintenance team, maintaining gardens and grounds (excluding main oval) to a pristine condition. While the primary role is of gardens and grounds, on occasions the role may assist the maintenance team with minor tasks on an as needs basis to ensure the smooth operation of the College.

The Gardening & Grounds Officer will demonstrate a strong commitment to the College's vision of excellence in Catholic education, and will provide welcoming, professional assistance to Gleeson College students, families, staff and members of the College Leadership and governing bodies and to the wider school community.

## **2. SPECIAL CONDITIONS**

Additional time worked (overtime) is to be pre-arranged and approved by the Business Manager in accordance with College Policy. Out of hours work may be required.

## **3. KEY WORKING RELATIONSHIPS**

- Principal and Leadership Team
- Business Manager
- Gleeson College Grounds and Maintenance Team
- College staff, students, families
- Contractors

## **4. KEY RESPONSIBILITIES**

- Maintain upkeep of gardens and ground surrounds (excluding main oval).
- Ensure weeds are removed and attended to in a prompt manner.
- Trimming of shrubs, hedges, roses and general upkeep of plants, including fertilising.
- Treating or spraying plants and gardens to control disease, pests or insects.
- Assist with mowing of small grassed areas, whipper snipper of surrounds.
- Attend to irrigation requirements and maintenance of such as identified.
- Have input and recommend landscape initiatives.
- Identify and recommend mulching requirements.
- Planting or transplanting of plants.
- Maintenance of all gardening equipment.
- Assist with general yard presentation with focus on gardens.
- Perform any other duties as required from time to time by the Principal.

## **5. PROFESSIONAL RESPONSIBILITIES**

- Operate in accordance with the Charter for Staff in Catholic Schools South Australia.
- Support and represent the ethos of our Catholic College as outlined in the Gleeson 10 and Gleeson Staff 5.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures.
- Complete any administrative tasks accurately and on time including record keeping.
- Ensure that confidential information is maintained and act with discretion and decorum at all times.
- Participate in professional development/training activities as required.
- Attend all meetings and events as requested by the Business Manager.
- Ensure the health, safety and welfare of students and fellow employees.
- Develop and maintain effective professional relationships with staff, students, parents and visitors.
- Maintain a helpful, professional demeanour at all times, receiving queries and complaints in a calm, positive and reassuring manner.
- Demonstrate high professional standards and present an appropriate image of Gleeson College in line with the Gleeson College Dress Policy.
- Promote and speak well of Gleeson College and its staff at all times addressing any personal concerns with the Principal as required.

## **6. WORK HEALTH AND SAFETY**

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a **Worker** while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012.

## **7. SPECIFIC REQUIREMENTS**

### **Essential skills and attributes:**

- Skills and knowledge associated with plant and equipment operation used for general grounds and maintenance tasks.
- Excellent interpersonal, communication and collaboration skills with an open and friendly disposition.
- A service provider with excellent customer service skills and a “can do” attitude.
- The ability to work both autonomously and as part of a team.
- A high level of attention to detail with good judgement, decision-making ability and the ability to analyse and problem solve.
- A flexible approach, excellent organisational skills and the ability to plan effectively to manage competing deadlines in a timely manner.
- Assist contractors and suppliers engaged to provide services to the College.
- Proficiency in Microsoft Office Suite/Office 365.

### **Acquire and maintain:**

- Clearance to work in Catholic Education and Current DCSI/Working with Children Check/Catholic Police Check.
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training.
- HLTAID012 First Aid Training (Provide an emergency first aid response in an education and care setting).
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

### **Desirable Criteria:**

- Experience in an education environment.
- Prior grounds-keeping experience.
- Knowledge of WHS procedures and understanding of how this applies to Grounds & Maintenance.
- Experience in Grounds programming or scheduling.
- Current driver’s license.

## **8. PERFORMANCE REVIEW**

The employee must undertake a performance review on a twice-yearly basis or at another mutually agreed time; consultation will occur between the employer and the employee to ensure that the PID is accurate.

**SIGNED**

**Principal or Delegate:**

A handwritten signature in black ink, appearing to read "Kerker", is written over a horizontal dotted line.

**Date:** 08 /03 /2024

**Employee:**

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**Date:**     /     /