Perth College
ANGLICAN SCHOOL FOR GIRLS

POSITION DESCRIPTION

	Effective Date:	October 2026
POSITION TITLE:	Gardener/Groundsperson	
REPORTS TO:	Facilities and Grounds Supervisor	
EXPERIENCE AND QUALIFICATIONS:	**1. Job Specific** **Relevant technical expertise, including:** • Certificate III or above in Horticulture or a related field - essential. • Practical experience in horticulture and grounds maintenance. • Knowledge and experience in rose care - highly desirable. • Current C Class Driver's Licence. • Current Working with Children Check. **2. Organisation and Work Management** **Strong organisational skills and the ability to:** • Proactively follow scheduled and unscheduled work plans and meet required timelines. • Plan and carry out assigned activities effectively. • Organise resources and prioritise workloads. • Work effectively both independently and as part of a team. • Maintain consistent and professional attendance, punctuality and presentation. **3. Communication and Interpersonal** **Strong communication and interpersonal skills, including the ability to:** • Establish and maintain effective working relationships with colleagues and supervisors. • Communicate effectively with a range of stakeholders. • Demonstrate strong communication and time management skills. • Develop the skills and knowledge required to effectively perform the role. **4. Other** • Physical ability to lift and manipulate equipment and perform manual work. • Willingness to uphold the ethos and values of the School.	

POSITION PURPOSE:

The Gardener/Groundsperson works as part of the Facilities and Grounds team to ensure the gardens and grounds of Perth College are maintained to a high standard. The position also provides support to the wider Facilities and Grounds team with general maintenance and other duties as required, ensuring a high level of service is delivered to the School community.

KEY RESPONSIBILITIES:

Work collaboratively as part of the Facilities and Grounds team to ensure routine maintenance is carried out across the School grounds. Duties include, but are not limited to, weeding, raking, pruning, fertilising, spraying, planting and pond maintenance.

Garden and Grounds

- Undertake specific gardening and landscaping projects as directed by the Facilities and Grounds Supervisor, including but not limited to:
  - Landscaping and purchasing of plants
  - Tree care
  - Turf and irrigation maintenance
  - Design and maintenance of flower beds
  - Paving replacement and construction of retaining walls
- Ensure all tools and machinery are maintained in good working order.

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- Ensure the safe and proper storage and disposal of pesticides, fertilisers and other associated chemicals and containers.
- Contribute to maintaining a clean and organised workshop.
- Assist with setting up of rooms or areas for functions, exams, conferences, carnivals etc.
- During periods of extreme weather, undertake other duties as directed by the Facilities and Grounds Supervisor.
- Work co-operatively with the grounds and garden staff and lend a hand with general maintenance, building projects and opening of the school grounds as requested.
- Assist with the opening of the School in the early morning as required.

Workplace Health and Safety

- Demonstrate a strong commitment to workplace health and safety and comply with all relevant School policies, procedures and regulatory requirements.
- Follow all workplace health and safety requirements when undertaking duties.
- Promptly report hazards, incidents and other workplace health and safety concerns.

Other

- Any other duties as appropriate and requested by the Facilities and Grounds Supervisor.

Hours of Work

8 hours per day with the ability to work flexible hours dependent on season/weather.
Standard hours in summer 6.00 am to 2.00 pm; standard hours in winter 7.00 am to 3.00 pm or as reasonably directed by the Facilities and Grounds Supervisor.
In addition, some flexibility of hours will be required to facilitate effective input and involvement in the full scope of this position at Perth College.