



Gardener

JOB DESCRIPTION

Reports to: Facilities Manager with an indirect report to the Leading Hand - Gardener

Department: Facilities

Facilities Scale: 4

Position Summary

A Gardener at Scotch College is responsible for working in a team that oversees, plans, and maintains the College gardens and facilities to a high standard. The role is responsible for the maintenance and development of garden areas across the College's extensive campus. This includes the implementation of horticultural and hardscape tasks to ensure all landscaped areas are presented and maintained to a high standard throughout the year.

This is a physically demanding, outdoor role involving regular manual labour, use of powered equipment, and frequent movement across a large site. The position requires the capacity to work in varied weather conditions and complete tasks that involve lifting, bending, kneeling, and repetitive motion.

Essential Criteria

Education and training

- Relevant and recognised trade qualification – Certificate III or higher
- Current First aid certificate (or willingness to obtain – in-house training provided)

Core competencies (knowledge, skills, and experience)

Technical

- Proven experience in a similar environment
- Strong knowledge of Western Australian native flora
- Strong knowledge of water wise gardens and techniques
- Show creative landscape techniques and ability to integrate into all landscaping
- Knowledge of reticulation installation and maintenance
- Sound understanding of legislation relating to chemicals and dangerous substances
- Ability to operate ride on mowers, tractors, and similar vehicles
- Current manual driving license, clean of any misdemeanors
- Basic mobile and computer operating skills along with experience using MS Outlook

Human relations

- Ability to work independently and collaboratively within a team environment
- Strong communication skills and a professional approach when interacting with key stakeholders
- Effective time management and resource allocation skills
- Problem-solving skills and proven ability to display initiative
- Demonstrated reliability, strong work ethic, and physical fitness suitable to the demands of the role
- Ability to mentor apprentices, delegating tasks appropriately and ensuring quality and safety standards are maintained
- Sound understanding of safe handling, use, and storage of hazardous substances and material

Additional requirements and values

- Positive outlook with the willingness to become involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guideline
- Recognising that Scotch College is a Child Safe Organisation, upholding the College community's commitment to a shared culture of child safety

Desirable

- Experience working in a school or similar environment

Core Responsibilities and Tasks

Gardens

- Maintain and develop garden beds, shrubs, trees, , and landscaped areas across the College campus
- Design and enhance garden spaces in line with College standards and seasonal requirements
- Prune, shape, fertilise, mulch, and plant as required
- Remove weeds regularly through both manual and chemical methods to ensure clean and well-maintained garden areas
- Apply chemicals safely and in accordance with regulations and College procedures
- General cleaning and upkeep of garden and outdoor areas, including sweeping paths and clearing debris with the use of backpack blowers on a daily basis.
- Install, repair, and maintain reticulation systems to support healthy plant growth and water-wise practices
- Monitor garden health and respond proactively to plant care and irrigation needs
- Carry out landscaping projects and garden improvements as directed
- Carry out remedial work to paved areas and walkways
- Maintain a high standard of presentation across all outdoor spaces

Mentoring

- Provide on-the-job training, guidance, and constructive feedback to apprentices and other Facilities team members
- Demonstrate safe, efficient, and professional work practices, including correct use of tools, equipment, and personal protective equipment (PPE)
- Support colleagues and apprentices in understanding and meeting expected quality, safety, and presentation standards
- Promote a positive, inclusive, and respectful working environment that encourages continuous learning, teamwork, and skill development

Operations and Event Support

- Operate school vehicles and machines as required
- Assist with moving and setting up furniture, equipment, and materials across campus
- Provide logistical support for College events (e.g., setting up marquees, trestles, BBQs, and more)
- Support event bump in and bump out, including setup and pack-down before and after functions
- Assist with Facilities duties as required
- Other duties as directed by the Facilities Manager or Head of Facilities

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

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