



# Donvale Christian College

*Act justly, love kindness and walk humbly with God. Micah 6:8*

## Position Description

<b>Position:</b>	Grounds and Maintenance Assistant (Gardener)
<b>Accountable to:</b>	Property Manager
<b>Major Relationships:</b>	Horticulture & Grounds Manager Grounds and Maintenance Team
<b>Position Details:</b>	Full time 7am – 3:30pm with 5 weeks annual leave and a monthly Accrued Day Off. The role also requires availability for a monthly Saturday working bee, scheduled on a rotating team roster.

### The College:

Donvale Christian College opened in 1975 and is located in the eastern suburbs of Melbourne. The current enrolment is over 1600 students from Prep to Year 12 and the total number of employees is over 300.

*Our Vision:* For the glory of God, Donvale Christian College partners with Christian families to cultivate each student's academic growth, authentic faith and personal development, empowering them to serve others and respond to God's calling in their lives.

*Our Mission:* Donvale Christian College is a parent-governed school that serves the Christian community by providing Christ-centred education. Through high quality teaching and learning in a nurturing, stimulating and Biblically directed environment, students grow in their understanding of God's world and in their commitment to serving Christ in all areas of life.

Donvale Christian College is governed, as provided for in its Constitution, by the College Board. The Board are elected by the members of the College. The full range of Christian denominations is represented in the parent body of the College. There is no position on the Board elected or appointed by any single church community. The Executive Principal is appointed by the Board, together with them appointing other Senior Leadership staff. The Executive Principal appoints all other staff.

Because members of the Donvale Christian College community come from many different Christian faith traditions, and to ensure a sense of harmony between home and school, the College has adopted a Statement of Faith based on a Christian worldview. All parents and Staff are specifically asked if their faith commitment is echoed in the words of this Statement of Faith and they are requested to indicate agreement when applying for the enrolment of their children or employment at the College.

Staff are expected to maintain a faithful walk as a disciple of the Lord Jesus Christ including being an active member of a Bible based worship community and demonstrating the fruit of the Spirit.

Donvale Christian College exists to be a biblically directed learning community. All aspects of College life are shaped by this purpose, with each member of the community recognised as

uniquely gifted by God to contribute to the learning and teaching mission for which the College has been established.

The College is committed to promoting and protecting the interests and safety of children and has zero tolerance for child abuse. All staff share the responsibility for creating a maintaining a child- safe environment and for the care and protection of children. All employees and volunteers are required to comply with the College's Child Safe Code of Conduct and the College's Child Safety and Wellbeing Policy. Appointment is subject to the provision of a valid Working With Children Check or VIT registration and will be subject to background checking in accordance with these requirements.

### **College requirements**

All staff are required to:

- Perform their responsibilities in a manner which reflects the College's mission, vision and values.
- Actively commit to and demonstrate unity with other staff in service to the College's enduring purpose of equipping students to become disciples of Christ consistent with the College's Mission, Vision and Educational Creed (Matthew 28:19-20, Ephesians 1:4-6, 1 Peter 3:15).
- Maintain a faithful walk as a disciple of the Lord Jesus Christ which should be demonstrated in part by an active involvement in the wider Christian Church (Philippians 4:9, 2 Timothy 1:13-14, 3 John 1:2-8, Hebrews 10:25).
- Demonstrate the fruit of the Spirit and the highest standards of conduct in dealing with students, families, staff, volunteers and visitors (Phillippians 2:1-8, James 2:24, Titus 2).
- Encourage and support fellow staff in their Christian service and work, including through attending and leading devotions, involvement in small groups, corporate prayer and attendance at the staff retreat (1 Timothy 2:1, Hebrews 12:1-3, James 5:13-19).

### **College expectations:**

All staff are expected to:

- Support the College's policies and guidelines including but not limited to the College's Staff Code of Conduct and OHS policies and procedures.
- Embed and promote a Christian worldview and implement the programs, teaching practices and other activities as decided by the College.
- Perform responsibilities in a manner that supports and contributes to ongoing development and improvement.
- Perform all duties in a manner that upholds the College's zero tolerance for child abuse and complies with the College's Child Safety Policies, Code of Conduct, and relevant reporting obligations.

## **Role Description**

This position supports the College by being a member of the Grounds and Maintenance Team, which provides care, maintenance and landscaping of the College grounds and buildings.

## **Essential Duties and Responsibilities**

- Use the College's ticketing system (FMX) to assist with workflow coordination within the Grounds and Maintenance Team and communication with staff.
- Garden maintenance and landscaping including planting, weeding, mulching, mowing, watering and propagation.
- Assist as directed in the construction and planting of new landscape gardens around the College.
- Assisting in daily traffic management and general maintenance tasks.
- Be available for assistance with College Working Bees once a month on a Saturday
- Assist in the set up and pack up of College events.
- Other duties as directed.

## **Position Requirements – Education and Experience:**

- Have a valid Victorian Driver's Licence.
- Have a valid Victorian Working with Children's Check - employee.
- White Card (College will facilitate achievement if not already obtained).

## **Desirable (but not essential):**

- Demonstrated passion for plants and horticulture.
- Formal training or practical experience in garden maintenance.
- Experience operating commercial gardening equipment (e.g. ride-on mowers, brush cutters, hedge trimmers).
- Agricultural Chemical User Permit (ACUP).
- Chainsaw training and certification.

## **Competencies:**

- Ability to use the College's ticketing system.
- High-level of self-organisation and time management skills.
- Able to work proactively and independently.
- Excellent communication skills.
- Undertake duties in accordance with health and safety policies and procedures.
- Ability to work independently or as part of the team.
- Take personal responsibility and show initiative to meeting goals and objectives contributing to an inclusive team environment.
- Ability to identify work priorities and coordinate works to make the most efficient use of time.
- Ability to clearly communicate timeframes and expected outcomes with College staff.

Inherent Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
<b>Spiritual</b>				
Leading or taking part in daily devotions with staff and/or students				•
Leading or taking part in prayer with staff and/or students				•
Demonstration of our mission, commitment and values				•
Incorporating biblical theology into curriculum	•			
<b>Passive</b>				
Sitting – counter/desk			•	
Sitting – vehicle				•
Operating computer				•
Writing/reading				•
<b>Manual Handling</b>				
Bending / twisting Spine				•
Working with one or both hands above shoulder height				•
Lifting (5kg or under p/item)				•
Lifting (5kg or over p/item)				•
Requiring low/light application of force				•
Requiring medium to high application of force				•
Exerting force in an awkward posture			•	
Holding & supporting equipment				•
<b>Agility</b>				
Squatting / kneeling				•
Looking up / looking down				•
Reaching forwards or sideways				•
Gripping or grabbing equipment				•
<b>Mobility</b>				
Walking / standing - briefly				•
Walking / standing - extended				•
Walking on uneven ground				•
Climbing steps/stairs				•

	Unlikely	Possible	Occasionally	Regularly
Navigating uneven terrain				•
Climbing ladders				•
Driving – passenger vehicle				•
Driving – light commercial (regular driver's license)			•	
Driving – bus (endorsed license)	•			
Driving – machinery/heavy commercial			•	
<b>Sensory</b>				
Hearing – face to face / telephone conversations				•
Hearing – working with loud machinery			•	
Visual – read printed material, signage				•
Visual – computer screen, electronic signs				•
Visual – driving				•
Visual – watching with vigilance (e.g. school traffic control)				•
<b>Emotional</b>				
Dealing with complex stakeholders			•	
Supporting dependent persons		•		
Dealing with conflict			•	
Managing complex personal situations			•	
Providing empathy			•	
<b>Work Environment</b>				
Outdoor – exposed to elements, plant & equipment				•
Confined spaces	•			
Working alone				•
Working at heights (greater than 2m)		•		
Exposure to extensive dust				•
Pollen (or other allergens)				•
Exposure to polluted odours and/or chemicals		•		
Personal waste			•	