



Position Description

Groundsperson



About Haileybury

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Haileybury Pangea, Darwin (Northern Territory) and across South East Asia in China, Vietnam, Timor-Leste, Vanuatu and Indonesia.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. In 2025 Haileybury was ranked by NewsCorp Media as the number one coeducational school in Australia. Based on national testing results Haileybury has also been ranked as the number one primary school in Victoria and the number two secondary school.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do, both in and out of the classroom.

Discover more about Haileybury at www.haileybury.com.au.

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.



Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

Our Magenta Principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community



Position details

Position title	Groundsperson
Campus location	Keysborough
Reports to	Grounds Manager
Manages others	No
Salary range	\$84,874.10 + 12% superannuation

The Position of Groundsperson is responsible for maintaining the grounds, gardens, and lawns of Haileybury under the direction of supervisory staff. The role includes learning, developing and implementing horticultural skills and turf management techniques to assist in the maintenance, enhancement, and overall care of the school's grounds and outdoor facilities.

The role also includes assisting other facilities staff with traffic management, portering, general venue and building maintenance and other duties as required. The Groundsperson is also directly involved in the delivery of excellent customer service through strong communication and responsiveness.

This role is from Tuesday to Saturday during school terms, and from Monday to Friday during school breaks.

Responsibilities

- Under the direction of the Grounds Manager, turf maintenance for turf and lawn establishment and maintenance.
- Preparation of sport fields and turf wickets in support of the Haileybury sport programme as directed as well as the implementation of correct preparation procedures.
- Assist in the routine maintenance of plants and equipment.
- Assist in the maintenance of irrigation and reticulation systems.
- Provide support to functions in accordance with administrative instructions.
- Carry out portering activities as required.
- Ensure that all activities under their control are conducted in a legal and ethical manner, consistent with Haileybury standards, policy and procedure.
- Ensure quality of paperwork, documentation and reports meet Haileybury's standards and timelines.
- Responsible for adopting work practices that are executed in line with the highest practicable standards with respect to environmental health and safety in the workplace.
- Must not wilfully place at risk the health or safety of any person in the workplace.
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environmental health and safety or welfare.



Key selection criteria

Required

- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.
- Ability to recognise cultivated plants and their cultural requirements.
- Experienced in the preparation of sports fields and cricket wickets.
- Competency in turf management operations, maintenance of associated equipment and machinery, reticulation systems and chemical handling.
- Management and the distribution of horticultural sprays and fertilisers.
- Ability to carry out maintenance procedures and capably use hand tools.
- Current Victorian Drivers Licence.
- Intermediate computer skills inclusive M365 and maintenance management systems.

Desirable

- Experience of working with children from a culturally and/or linguistically diverse background.
- Level 2 First Aid Certificate.

Personal qualities

- Ability to work effectively in the team or other type of work organisation concerned.
- Good physical mobility and able to carry out repetitive, physical activity.

Academic qualifications

Trade Certificate qualifications in Horticulture and relevant experience or equivalent combination of training/education and experience.

Inherent qualities

Cognitive demands

- Ability to make proactive and sensible access and security decisions and actions
- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision making.
- Ability to be resilient when dealing with staff and students.

Physical demands

- Ability to lift/carry parcels of up to 10 kgs for short distances.
- Good physical mobility and able to carry out repetitive, physical activity
- Ability to carry out maintenance procedures and capably use hand tools

Environmental demands



- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.
- Ability to work safely.

General information

- All staff who do not hold Victorian Institute of Teaching (VIT) registration will need to hold a current Employee Working With Children Check (WWCC) and Nationally Coordinated Criminal History Check Certificate (NCCHC).
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible.
- All staff are expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- Standard working hours are based on required and agreed requirements of the role and will generally, be worked between the hours of 6.00 am to 6.00 pm, Monday to Saturday. This position requires flexibility to operate outside the standard hours when the situation requires.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety

Haileybury is a child safe organisation which welcomes all children, young people and their families. Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the school. The school recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The School's mission 'to deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel', which can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, processes and codes are inclusive of the needs of all children and students including Aboriginal students and their families.

Haileybury has zero tolerance for child abuse in any form and takes proactive steps to identify and manage any risks of harm to students in our school environments. When child safety or wellbeing concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

We promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy.



Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer or asexual (LGBTIQA+) and other students experiencing risk or vulnerability.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working with Children Check, police records and reference checks to ensure that we are recruiting the right people.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au

This position description was prepared by People and Culture – 11 August 2026