



# Join us at Heathdale

Serving with Purpose in a Christ-Centered Community



# Introduction

## Faith, Learning and Community

*Heathdale Christian College is a vibrant learning community grounded in a Christ-centred worldview, where faith and education are deeply intertwined. At the heart of the College's ethos lies a commitment to nurturing students not only academically but also spiritually, morally, and socially. The Christian values of love, grace, integrity, humility, and service shape every aspect of school life—from the classroom to the playground, from leadership to community engagement.*

The College fosters a culture where students and staff are encouraged to explore their God-given potential, develop a strong moral compass, and grow in their understanding of God's purpose for their lives. Through daily devotions and a curriculum infused with biblical principles, Heathdale equips students and staff to think critically, act compassionately, and lead lives of faith and character in a complex world.

This holistic approach to education ensures that students graduate not only with academic excellence but also with a deep sense of identity, purpose, and a heart for serving others.

Equally vital to this mission is the College's staff culture, which reflects the principles: "humble, hungry and smart" – originating from Patrick Lencioni's book, 'The Ideal Team Player.' Staff members model humility by placing the needs of students and other staff and the broader community above personal recognition, fostering a spirit of collaboration and grace. They are hungry to grow—professionally and spiritually—demonstrating a deep commitment to continuous improvement and excellence in their calling. And they are people smart, cultivating strong relationships through empathy, wisdom, and effective communication. This culture of servant leadership and teamwork ensures that Heathdale remains a place where both students and staff thrive in a supportive, purpose-driven environment.



## Werribee Campus

Established in 1982, the Werribee campus is where Heathdale Christian College has its origins. Over the decades, it has grown into a dynamic and comprehensive learning environment that caters to students from 3-year-old Kindergarten through to Year 12. Nestled in Melbourne's west, the campus is known for its strong academic programs, vibrant co-curricular offerings, and nurturing Christian culture. It provides a seamless educational journey, allowing students to grow in faith, character, and knowledge from their earliest years through to graduation.



## Melton Campus

Launched in 2014, the Melton campus extends Heathdale's mission into the fast-growing western corridor of Melbourne. Serving students from Prep to Year 12, Melton offers a close-knit community where families experience the same high-quality Christian education and values that define Heathdale. With modern facilities and a passionate team of educators, the campus continues to expand and innovate, supporting students in their academic and spiritual development.

Together, both campuses reflect Heathdale's commitment to cultivating lifelong learners who are grounded in faith, equipped for service, and prepared to make a meaningful impact in the world.

# Meet our Leaders



## Senior Leadership



**Ross Grace**  
Executive Principal



**Yvonne Harvey**  
Principal of Primary  
- Werribee



**Deborah Letcher**  
Principal of Secondary  
- Werribee



**Iain Belot**  
Principal of Melton



**Graeme Hallett**  
Director of Learning  
and Teaching



**Anthony Coghlan**  
Director of Student  
Wellbeing



**Andrew Ballesty**  
Director of Business



**Cameron Clark**  
Head of Operations  
and Systems

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## Deputy Principals



**Daniel Lee**  
Deputy Principal of  
Primary - Werribee



**Daniel Deroon**  
Deputy Principal of  
Secondary - Werribee



**Nick Kopitschinski**  
Deputy Principal of  
Melton

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## People and Culture Team



**Rose Tukufuka**  
People and Culture  
Advisor



**Martiza Mejia**  
Talent Acquisition  
Advisor



**Vera Palacios**  
People and Culture  
Administrator

# Joining our Team

## From Application to Belonging

*At Heathdale Christian College, we are committed to employing staff who reflect our Christian values and contribute to a culture of humility, growth, and relational wisdom. Our recruitment process is designed to ensure that each candidate is assessed fairly and thoroughly, with consideration for both professional capability and alignment with our Christ-centred ethos.*



### Our recruitment process includes the following stages:

#### 1. APPLICATION

**Interested in applying for the role?** Submit your application via the online recruitment portal on our College website at [heathdale.vic.edu.au/employment](http://heathdale.vic.edu.au/employment). Please keep your resume and cover letter accessible. We'll also ask a few questions so we can learn more about you and your experience.

#### 2. SHORTLISTING

After reviewing every application for relevant skills and experience and alignment with Heathdale's values, we'll contact shortlisted candidates to move into the interview stage.

#### 3. INTERVIEWS

Our interview process typically involves three rounds. First and second round interviews focus on your suitability for the role, cultural fit, and often a demonstration of your gifts and talents. The People

and Culture Team are here to support you and is always happy to answer any questions as you prepare.

After reference checks, the preferred candidate will have the opportunity to meet with our Executive Principal to talk about how personal and College values and mission align.

#### 4. ONBOARDING

If you're offered the role, congratulations! Our desire is to set you up for success from day one. That means walking with you through our onboarding process, making sure you feel prepared and are welcomed into our community.

**What happens if I'm not successful?** At Heathdale, we do our best to notify all candidates via email or phone call if they are unsuccessful. We really value your time and effort applying for the role and wish you all the best for your future endeavours.

For any recruitment enquiries, please email [recruitment@heathdale.vic.edu.au](mailto:recruitment@heathdale.vic.edu.au)

*Please note that the process may vary at times depending on the College's timelines and operational requirements.*



# HEATHDALE CHRISTIAN COLLEGE

## GROUNDS & MAINTENANCE GARDENER

### POSITION DESCRIPTION

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#### POSITION DETAILS

Position Title: Grounds & Maintenance Gardener

Department: Property & Facilities

Reporting To: Grounds & Maintenance Coordinator

Campus: Melton (with travel to other campuses as required)

Employment Status: Permanent Full Time

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#### 1. PURPOSE

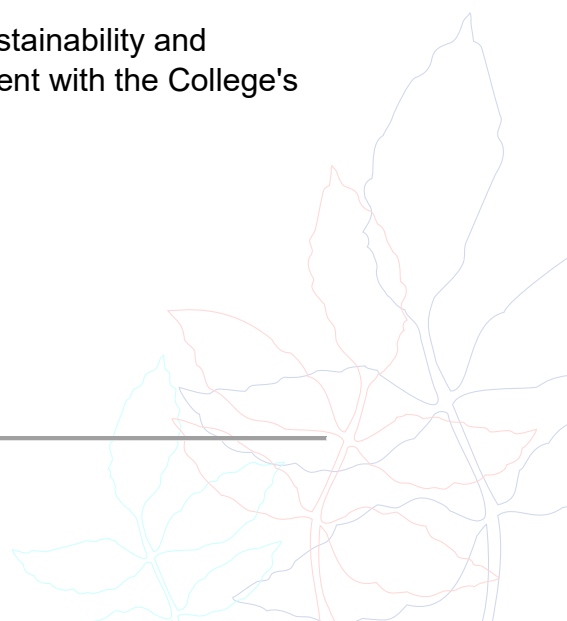
The Grounds & Maintenance Gardener is primarily responsible for the presentation, maintenance and enhancement of the College's gardens, lawns, landscaped areas, sporting fields and outdoor environments.

Working as part of the Property & Facilities Team, the position contributes to the delivery of safe, attractive and functional grounds that support teaching, learning, recreation and community activities.

While the primary focus of the role is grounds and horticultural maintenance, the position will also provide support to the Maintenance Team with general maintenance, event support and asset preservation activities as required.

The role contributes to the responsible stewardship, sustainability and presentation of College facilities and grounds in alignment with the College's Property and Asset Management objectives.

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## 2. INTRODUCTION

Heathdale Christian College is a co-educational, Kindergarten to Year 12 Christian College operating at Werribee and Melton.

As a community, based upon God's Word we value both the work and the worker. As we fulfil our call to manage the resources that God has blessed us with, enabling staff to fulfil their role to further God's work through this community is essential.

This position will work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

The College has a zero tolerance of child abuse. We have established a series of Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

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## 3. NATURE OF THE ROLE

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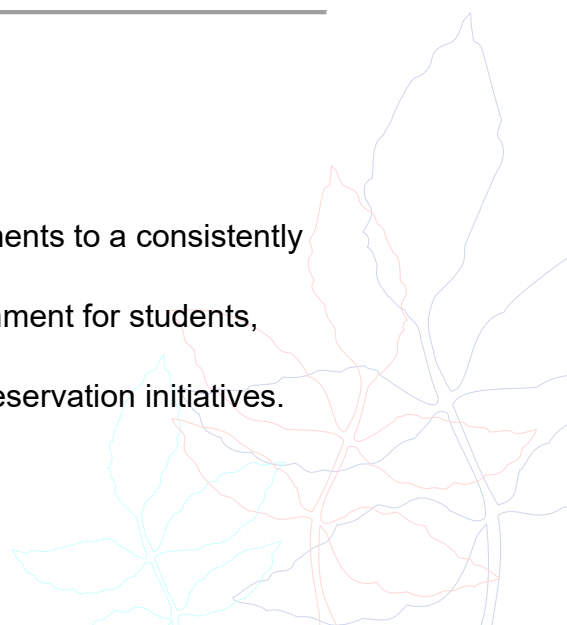
- Involves regular outdoor work in varying weather conditions.
- Requires operation of grounds maintenance equipment, machinery and tools.
- Requires manual handling, lifting, bending, carrying and movement throughout the campus environment.
- Requires the safe use of equipment, vehicles and plant.
- Involves child-connected work within a school environment.
- May require occasional weekend and after-hours work.
- May require travel between College campuses – Melton and Werribee.

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## 4. KEY OBJECTIVES

The Grounds & Maintenance Gardener will:

- Maintain College grounds and external environments to a consistently high standard.
- Promote a safe, attractive and functional environment for students, staff and visitors.
- Support preventative maintenance and asset preservation initiatives.



- Contribute to the effective operation of the Property & Facilities Department.
  - Support the Maintenance Team in delivering maintenance services across College facilities.
  - Promote a culture of stewardship, service, safety and continuous improvement.
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## 5. KEY RELATIONSHIPS

### Internal

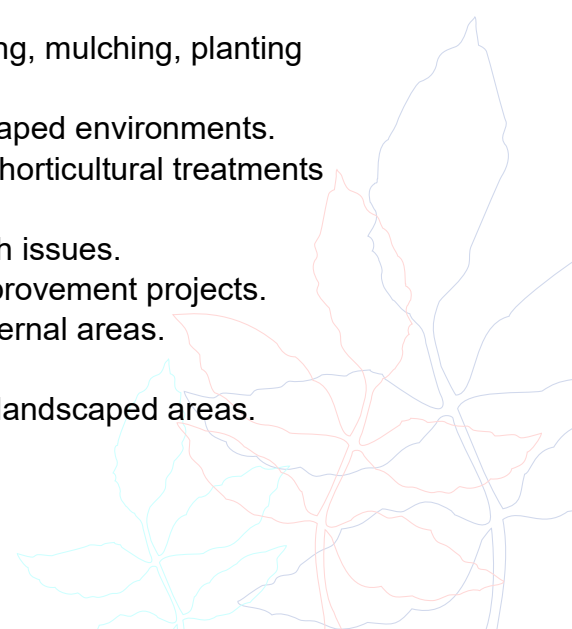
- Property Manager
- Grounds & Maintenance Coordinator
- Property & Facilities Team
- Teaching Staff
- Professional Services Staff
- College Leadership

### External

- Contractors
  - Suppliers
  - Consultants
  - Service Providers
  - Relevant Professional Bodies
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## 6. KEY RESPONSIBILITIES

### A. Grounds and Landscape Maintenance

- Maintain all lawns, gardens, landscaped areas, sporting fields and outdoor facilities to a high standard.
  - Undertake mowing, edging, brush cutting, pruning, mulching, planting and weed management activities.
  - Maintain trees, shrubs, garden beds and landscaped environments.
  - Apply fertilisers, soil conditioners and approved horticultural treatments as required.
  - Identify and report pest, disease and plant health issues.
  - Undertake seasonal planting and landscape improvement projects.
  - Maintain the cleanliness and presentation of external areas.
  - Remove litter, green waste and other debris.
  - Assist in the development and enhancement of landscaped areas.
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- Source and collect grounds and gardening supplies as required.
- Provide gardening and grounds-related support for educational and community activities.

#### B. Irrigation and Grounds Infrastructure

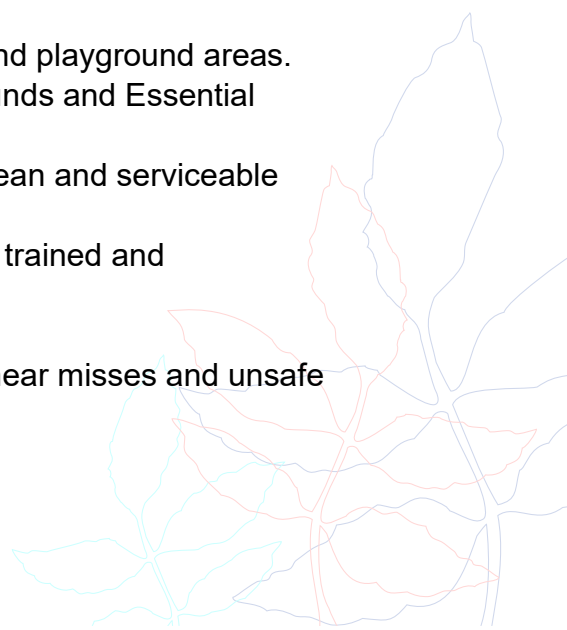
- Monitor and maintain irrigation systems.
- Undertake minor irrigation repairs and adjustments.
- Conduct inspections of:
  - Pathways
  - Fences
  - Retaining structures
  - Outdoor furniture
  - Signage
  - Playground surrounds
  - Landscaped assets
- Report defects and maintenance requirements.
- Assist in maintaining sporting fields and outdoor recreational spaces.

#### C. General Maintenance Support

- Assist the Maintenance Team with routine building maintenance tasks.
- Assist with minor repairs, painting and presentation works.
- Assist with furniture relocations and campus setups.
- Provide support for College events and functions.
- Assist with preventative maintenance activities.
- Safely rectify minor maintenance issues within competency and authority levels.
- Report defects and maintenance concerns promptly.

#### D. Safety, Compliance and Asset Stewardship

- Operate all tools, plant, vehicles, equipment and machinery only where appropriately trained, authorised and competent to do so.
- Operate equipment in accordance with manufacturer requirements, College procedures and legislative obligations.
- Conduct routine safety inspections of grounds and playground areas.
- Assist with inspections relating to buildings, grounds and Essential Safety Measures as directed.
- Maintain tools, equipment and machinery in a clean and serviceable condition.
- Utilise working-at-heights equipment only where trained and authorised.
- Maintain clean, organised and safe work areas.
- Immediately report hazards, incidents, injuries, near misses and unsafe conditions.



- Assist in protecting, maintaining and preserving College assets.
- Comply with all Occupational Health and Safety, environmental and risk management requirements.

Employees must take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions and cooperate with all College health and safety policies, procedures, training and lawful directions.

#### E. Sustainability Responsibilities

- Support responsible use of water, fuel, chemicals and College resources.
- Implement environmentally responsible grounds maintenance practices.
- Support College sustainability initiatives and stewardship objectives.

#### F. General Responsibilities

- Work collaboratively with colleagues, contractors and service providers.
- Undertake locking and unlocking duties where required.
- Participate in emergency response activities when directed.
- Attend meetings, training programs and professional development activities as required.
- Work across campuses when required.
- Employees must not engage students in work activities unless authorised and supervised in accordance with College policies and procedures.
- Undertake other duties reasonably required within the scope, skill and level of the position.

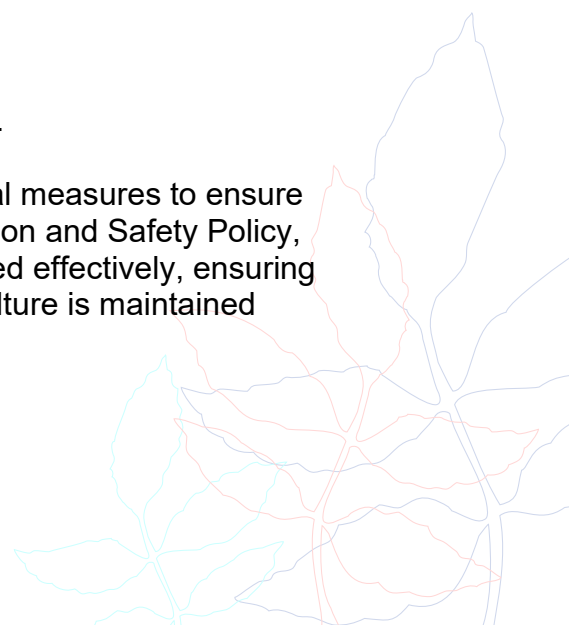
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## 7. CHILD SAFETY RESPONSIBILITIES

### Child Safety

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.



We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

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## 8. COLLEGE EXPECTATIONS

All employees are expected to:

- Support and uphold the Christian ethos, values and mission of the College.
- Demonstrate behaviours consistent with the College's Statement of Faith and Values.
- Perform duties with integrity, professionalism and accountability.
- Participate respectfully in activities that form part of the spiritual life of the College.
- Support a culture of continuous improvement.
- Work collaboratively and maintain positive professional relationships.
- Comply with all College policies and procedures.
- Promote responsible stewardship of College resources and facilities.
- Contribute positively to the culture and community of the College.

As an employee of a Christian educational institution, the position holder is required to actively support and not act in a manner inconsistent with the Christian ethos, Statement of Faith, values and educational philosophy of the College.

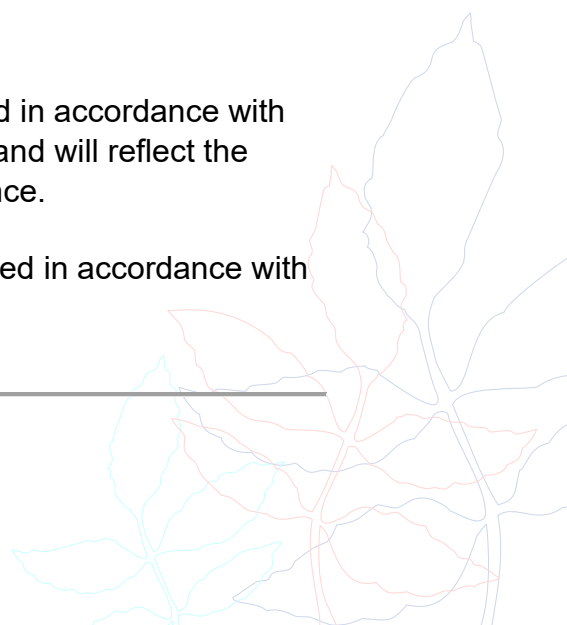
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## 9. REMUNERATION

Salary and conditions of employment will be determined in accordance with the applicable industrial instrument and College policy and will reflect the successful applicant's qualifications, skills and experience.

Performance and remuneration reviews will be conducted in accordance with College policy.

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## 10. ESSENTIAL SELECTION CRITERIA

### Qualifications, Skills and Experience

- Demonstrated experience in grounds maintenance, horticulture, landscaping or a related field.
- Demonstrated ability to safely operate grounds maintenance equipment and machinery.
- Demonstrated ability to undertake minor maintenance and repair tasks.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to plan, prioritise and complete work to required standards.
- Basic computer literacy.
- Ability to perform the inherent requirements of the position, including outdoor work, manual handling activities, operation of grounds maintenance equipment and regular movement throughout the campus environment, with reasonable adjustments where required.
- Demonstrated commitment to supporting a child-safe environment.

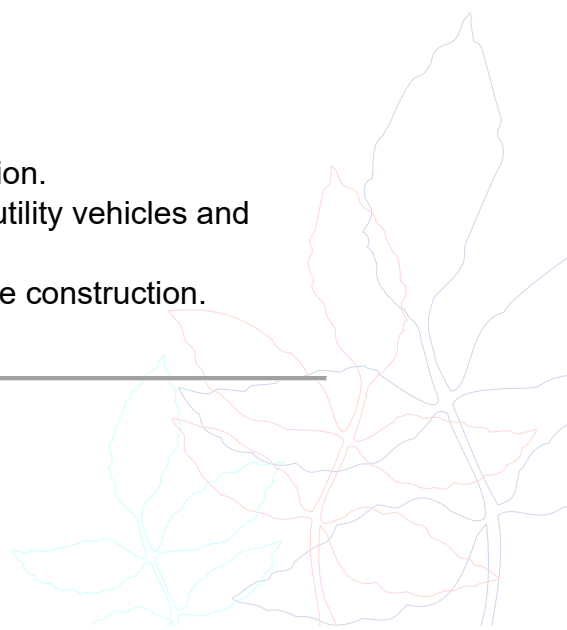
### Compliance Requirements

- Current Victorian Driver Licence.
- Current Employee Working With Children Check.
- Ability to satisfactorily complete all screening, identity verification, qualification verification and criminal history checks required by the College.
- Evidence of entitlement to work in Australia.

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## 11. DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Certificate III or higher in Horticulture, Parks & Gardens, Landscaping or a related discipline.
  - Experience working within a school, educational or community environment.
  - Current First Aid qualification.
  - Working at Heights certification.
  - Chainsaw certification.
  - Traffic Management or Traffic Control accreditation.
  - Experience operating ride-on mowers, tractors, utility vehicles and commercial grounds maintenance equipment.
  - Experience with irrigation systems and landscape construction.
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## 12. POSITION DESCRIPTION STATEMENT

This Position Description describes the general nature and level of work expected of the position. It is not intended to be an exhaustive list of all duties, responsibilities or accountabilities.

The duties and responsibilities of the position may be reviewed and amended from time to time following appropriate consultation and in accordance with operational requirements and applicable employment obligations.

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