



# The Scots College

Sydney Australia

## Role Description – Glengarry Groundsman

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together."

*Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2017 -2025*

1. **Position Title:** Glengarry Groundsman
2. **Role Purpose:** The Glengarry Groundsman will work as part of the Facilities and Maintenance department under the direction of the Glengarry Facilities Coordinator. The primary role of the Glengarry Groundsman will be to develop and maintain the broader campus grounds; with a specific emphasis on ecologically sustainable practices and sensitive management of the natural bushlands. Other more general grounds and maintenance tasks will be required to be undertaken at the direction of the Glengarry Facilities Coordinator.
3. **Location:** Glengarry, Kangaroo Valley
4. **Responsible to:** Glengarry Facilities Coordinator and the Director of ICT and Facilities Services
5. **Principal Relationships:** Director of Glengarry, Glengarry Campus Operations Manager, Glengarry Facilities Coordinator
6. **Key Accountabilities:**
  - Maintain and develop the Glengarry campus grounds
  - Ensure the campus is well presented by leaf blowing, pressure cleaning hard surfaces, raking, watering grassed areas, maintaining gardens and mowing etc.
  - Maintain machinery and tools
  - Assist the Glengarry Facilities Coordinator as requested

## 7. Key Tasks and Expected Outcomes:

Position Responsibilities	Core Activities	Key Performance Indicators List the measures used to determine achievement of activities
<b>Grounds</b>	<ul style="list-style-type: none"> <li>• Maintain and develop the Glengarry landscape;               <ul style="list-style-type: none"> <li>• develop a native flora and fauna program.</li> <li>• Identify native and non-native plant species.</li> <li>• Implement weed eradication program.</li> <li>• Bush and native species regeneration</li> <li>• Liaise with Sydney Water, National Parks, neighbouring properties and other authorities</li> </ul> </li> <li>• Ensure the safe use, storage, calibration and disposal of pesticides, herbicides, fertilizers and other similar substances in accordance with statutory requirements.</li> <li>• Maintain site fencing and cleared spaces.</li> <li>• Maintain the landscape through weed control, tree management and watering of grounds.</li> <li>• Basic maintenance of tools and machinery as required</li> <li>• Collaboratively develop, maintain and implement fire protection and fuel management programs in accordance with the fire Safety Management Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Glengarry landscape is managed and improved</li> <li>• Weed eradication program effectively implemented</li> <li>• Professional interactions</li> <li>• Compliance with regulations</li> <li>• Tools maintained and in good condition.</li> <li>• Neat and tidy campus and grounds</li> <li>• Weeds (i.e. prickles) eradicated on campus.</li> <li>• Contributes actively to the Fire Safety Plan</li> </ul>
<b>Campus</b>	<ul style="list-style-type: none"> <li>• Ensure the campus is well presented;               <ul style="list-style-type: none"> <li>• Clear leaves, sticks and debris from buildings.</li> <li>• Water grassed areas around the campus as needed and in line with relevant regulations.</li> <li>• Periodically pressure clean exterior surfaces.</li> <li>• Mow grassed areas around the campus.</li> </ul> </li> <li>• Maintain and develop campus gardens and the oval.</li> <li>• Take on additional responsibilities if other Grounds and Maintenance Team Members are absent.</li> </ul>	<ul style="list-style-type: none"> <li>• All areas kept clean &amp; tidy to a standard expected by The College</li> <li>• Oval, grassed areas and gardens presentable and neat</li> <li>• Assisting other team members</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Respect, follow and promote College WHS Policies.</li> <li>• Ensure all work orders are checked, logged, updated and closed off as each work order is complete.</li> <li>• Maintain good relationships with staff and students.</li> <li>• Respect, follow and promote the role that Christian faith has in the life of the College.</li> </ul>	<ul style="list-style-type: none"> <li>• Incidences are reported correctly</li> <li>• Assigned work orders prioritised effectively</li> <li>• Professional interactions</li> </ul>

## 8. Selection Criteria

Essential Criteria:	Desirable Criteria:
<ul style="list-style-type: none"> <li>● Capacity and willingness to support the values and mission of The Scots College.</li> <li>● Demonstrated commitment to ‘best practice’</li> <li>● Capacity to take a whole College perspective in decision making</li> <li>● Commitment to one’s own ongoing learning</li> <li>● Ability to operate as both a leader and a team player</li> <li>● Effective interpersonal communication skills</li> <li>● Able to work without direct supervision and in a demanding work environment</li> <li>● Professional and personal integrity</li> <li>● Flexible, open-minded, proactive and innovative</li> </ul> <p>Currently hold and/or willing to obtain the following:</p> <ul style="list-style-type: none"> <li>● Certificate III or equivalent Horticulture qualification</li> <li>● ‘Operate and Maintain Chainsaws’ qualification</li> <li>● Safe Chemical license (AQF3)</li> <li>● First Aid Certificate</li> <li>● Working with Children Check</li> </ul>	<ul style="list-style-type: none"> <li>● Light rigid licence</li> <li>● Proven practical skills relating to property management and maintenance.</li> </ul>

**The Scots College occasionally requires employees to work after hours to finish projects or carry out maintenance tasks. The Glengarry Groundsman must be able to occasionally stay back after hours to finish these tasks.**

Expected Standards of Employees:

- Be polite and courteous to staff, students and the College community at all times
- Respond to emails within one business day
- Take responsibility for your own administrative tasks
- Be punctual including arriving at work on time and to meetings on time
- A clean and tidy personal appearance including uniform if you have been issued with one.