

Duty Statement

Position title:	Gardener/General Hand
Effective date:	October 2025
Position status:	Full time (1.0FTE)
Days of work:	Monday to Friday
Hours of work:	Range from 6.30am – 4.30pm (on a rotational roster)
Award: Agreement:	Educational Services (Schools) General Staff Award 2020 Lake Joondalup Baptist College Inc. Operational School Staff Agreement
Reports to:	Maintenance and Building Manager through to the Head of Business and Operations

About the Position

The College Gardener is responsible for maintaining the school's outdoor environments to a high standard, ensuring they are safe, attractive, and conducive to learning and recreation. In this role, you will focus on the care and presentation of gardens, lawns, and landscaped areas, while also assisting with general maintenance tasks and minor refurbishments across the campus.

In this role you will:

- Maintain and enhance the presentation of the College's gardens, lawns, and landscaped areas.
- Carry out seasonal gardening tasks such as planting, pruning, mulching, fertilising, and weed control.
- Assist with minor outdoor maintenance and refurbishment tasks, including basic repairs and painting.
- Monitor irrigation systems and ensure efficient water use across garden areas.
- Work collaboratively with the Building and Maintenance team to ensure the grounds are safe, functional, and visually appealing.

Duties and responsibilities

Duties related to the position include, however are not limited to the following:

1. Grounds Maintenance

- Maintain and keep all garden areas to the highest standard to reflect the corporate image of the College.
- Cultivate, weed, fertilise and mulch all garden areas.
- Develop new garden and landscaped areas in keeping with the College Masterplan
- Purchase, plant and maintain all replacement and new garden plants, shrubs and trees.
- Trim and maintain all hedges and trees.
- Maintain the reticulation system, including new installations, programming, repairs and fault finding.

- Liaise with and assist contractors, as required, in the maintenance of the College ovals and playing fields under the contractor's care.
- Repair and replace damaged lawns and turf in consultation with the Building and Maintenance Manager.
- Line marking on ovals.
- Provide input into or design new garden beds and landscaping areas.
- Ensure all pesticides and other chemicals are correctly stored and used according to approved standards.
- Keeping school grounds clean and tidy, including collecting and removing rubbish/debris, emptying ground bins for general rubbish and internal recycling bins, the use of a leaf blower and high-pressure water cleaner.
- Recycle or compost garden waste as necessary.

2. Minor Maintenance and Refurbishments

- Assist with basic repairs and upkeep of outdoor fixtures, fencing, and garden structures.
- Support minor refurbishment projects such as painting, paving, or installing garden features.
- Report larger maintenance issues to the Building and Maintenance Manager.

3. General duties

- Undertake, on a rostered basis, the opening and closing of the College.
- Assist, when required, with the set-up up for college events within the specified time frames.
- Assist with the movement of furniture and equipment around the College.
- General duties that ensure the facilities are ready for staff and students for classes, events and functions.
- Resolve 'Tracker' requests as directed.

4. Other duties

- Attend and undertake duties related to the annual Graduation and Awards evenings.
- Attend and undertake duties related to other College functions as requested by the Head of Business and Operations.
- Actively engage in staff meetings and training.
- Work co-operatively with other members of the College staff including assisting other areas in times of high demand.
- Support Lake Joondalup Baptist College initiatives that assist the mission of the College.
- Other duties consistent with the position and/or as directed by the Building and Maintenance Manager and the Head of Business and Operations.

Professional Review

The Duty Statement description as outlined above is intended as a framework for professional review.

Qualities and Skills

1. Excellent and friendly inter-personal skills.
2. The ability to work with limited supervision in a collaborative way in small team environment.
3. A wide range of practical skills including a demonstrated ability to carry out gardening and grounds maintenance tasks.
4. A strong understanding of safety issues relating to grounds and gardens as well as the use of maintenance equipment, including chemicals.

Qualifications / Requirements

1. Horticultural or gardening qualifications and/or practical experience are desirable.
2. Working with Children Check (mandatory) or proof of application prior to commencement.
3. Nationally Coordinated Criminal History Check through Department of Education Western Australia less than six months old (mandatory) or proof of application prior to commencement.
4. Current Driver's License.
5. Right to work in Australia.
6. Proof of Covid-19 vaccination.
7. Experience using Microsoft Office (Outlook, Word and Excel) or ability to complete training.
8. Experience in TASS (software) would be advantageous or ability to complete training.
9. First Aid training or ability to complete training.

Essential Selection Criteria

1. Demonstrate initiative, be flexible and have excellent interpersonal skills.
2. An alignment with the College's ethos and values; acting with transparency, integrity and maintaining clear professional boundaries.
3. An ability to work independently and with initiative.
4. Strong communication skills to be able to understand and address maintenance needs.
5. Have a high level of organisational skills.
6. Ability to work under pressure and meet deadlines.
7. A 'can-do' type attitude and willingness to problem solve.
8. Be self-motivated and a team player.
9. A committed Christian and an active member of a church.

Commencement date: October 2025

Paul Sonneman-Smith
College Principal

September 2025

How to apply and additional information

Please visit the Employment Section on the College website:
<https://www.ljbc.wa.edu.au/Employment.php> and read the 'Application Information' section.

Applications must be submitted with a completed Employment Application Form, which can be downloaded on the Employment page.

Please ensure that you have included the following documentation in your application as outlined below:

1. A completed Employment Application Form
2. Covering letter which includes written responses to the Essential Selection Criteria in the Job Description.
3. Resume which includes contact details of two professional referees.
4. Nationally Coordinated Criminal History Check through Department of Education (Western Australia) less than six months old, or undertaking to apply prior to commencement.
5. Working with Children Check, or undertaking to apply prior to commencement.
6. A written reference from your Church Pastor/Minister.

Please submit your application by email and in **PDF Format** to: HR@ljbc.wa.edu.au

Applicants will receive a return email confirming that their application has been received by the College. If you have not received this email within two days of sending your application, please contact the Human Resources Officer on 9300 7444.

Please note that only applicants who are shortlisted for interview will be contacted.

Closing date for applications: 4.00pm, Monday 13 October 2025.