



Pymble Ladies' College

POSITION DESCRIPTION

Title: **Apprentice Horticulturist**

Reports to: **Horticulture Leading Hand**

POSITION SUMMARY

The Apprentice Horticulturist is responsible to the Horticulture Leading Hand and works closely with the Horticulturist on a day to day basis. This role is part of the team responsible for the day to day maintenance and first class presentation of the College gardens and grounds. This role will assist the Horticulturist team to effectively complete all programmed maintenance duties.

KEY RESPONSIBILITIES

1. College Gardens and Grounds Maintenance

- 1.1 Prepare and maintain gardens and grounds as required.
- 1.2 Conduct general gardening duties including weed control, pruning, planting, mulching and clean-up.
- 1.3 Complete basic maintenance of garden irrigation systems.
- 1.4 Ensure safe use and general maintenance of machinery and equipment.
- 1.5 Assist with garden renovation works to full establishment.
- 1.6 Assist with the overall presentation of grounds including backpack blowing and litter picking.
- 1.7 Take direction from team leaders and carry out tasks in an appropriate and responsible manner.

2. Communication

- 2.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

3. Risk and Compliance

- 3.1 Report directly to the Principal on any matters relating to child protection.
- 3.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

4. Professional Learning

- 4.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

5. Other duties may be required from time to time

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College
- Working towards completing qualifications in a related field
- Knowledge of plants and gardening operations is advantageous
- Strong communication skills and the ability to work co-operatively in a team environment to enhance output
- Enthusiastic, self-motivated and reliable with a good work ethic
- Ability to follow procedures and work programs as directed
- A proven commitment to safety in the workplace
- Responsible employee who demonstrates initiative
- Demonstrated ability to work effectively within a team environment
- Enthusiastic and positive approach to all duties
- Enjoy an outdoor working environment and able to work in unfavourable weather conditions at times
- Physical fitness sufficient to undertake the responsibilities required
- Possession of a Manual driving license desirable