

2018



# Kyabram P-12 COLLEGE

## Position Description

### **Horticulture Certificate II Traineeship**



## Contents

SPECIFICATION OF DUTIES AND CONDITIONS OF EMPLOYMENT .....	3
Position Objectives .....	3
Organisational Relationship .....	3
SPECIFICATION OF DUTIES.....	4
General .....	4
Relationships with staff and students .....	4

## SPECIFICATION OF DUTIES AND CONDITIONS OF EMPLOYMENT

### Position Objectives

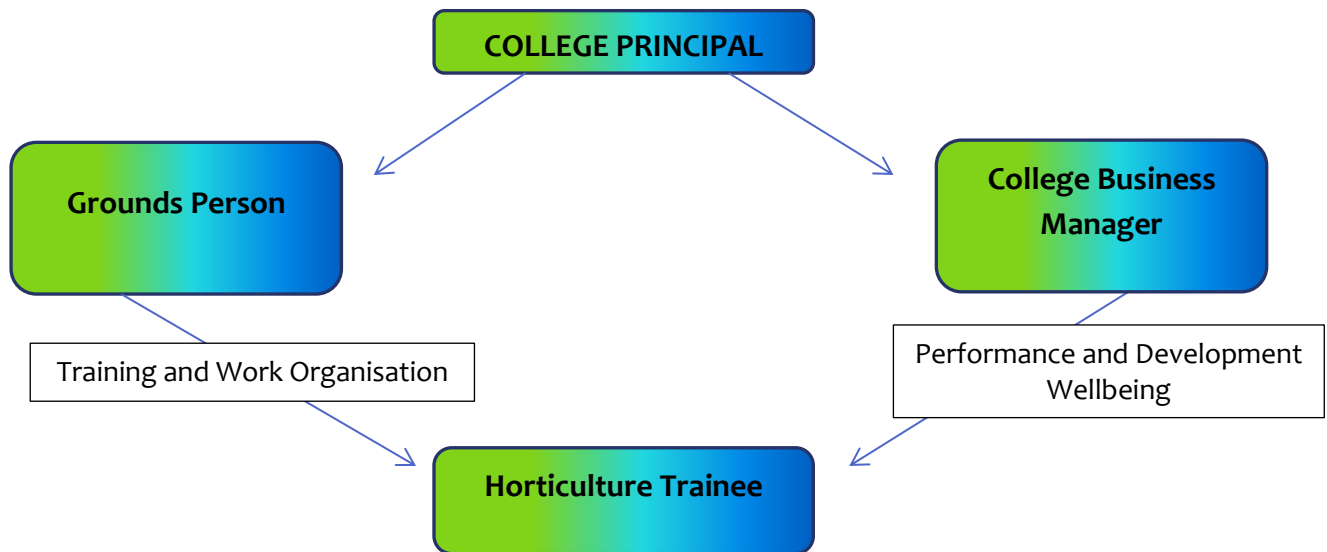
The trainee will be part of the Grounds and Environment team within Kyabram P-12 College. The position will provide support to the Grounds Person in order to maintain and improve the grounds and buildings at the College.

### Organisational Relationship

The duties of the Trainee will be supervised by the Grounds Person or delegate, who in turn is responsible to the Principal. The Trainee will be part of the Whole College ES Team and Performance and Development is the responsibility of the Business Manager.

35 hours per week

Fixed Term Contract 23/01/2017 – 21/12/2017



## SPECIFICATION OF DUTIES

The Trainee will be required to work in conjunction with the Grounds Person.

### General

- Maintain garden beds
- Regular maintenance of College grounds
- Mowing
- Trimming / Pruning / Edging
- Day to day handyperson duties
- Recycling and waste management.
- Other duties as directed by the Grounds Person or Principal.

### Relationships with staff and students

- Take an active role in the Whole College ES Team
- Role model appropriate behaviour in line with the College Values of Respect, Responsibility, Resilience, Doing your Best and Community
- The Trainee will be allocated a mentor who will meet with the Trainee on a regular basis to support the wellbeing of the Trainee.
- To assist with communication, the Trainee will log onto the College Network and check their Edumail account throughout the week and also attend regular meetings with their Supervisor.
- Supervision of students is not required except where it is an integral part of the Trainee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.