

POSITION DESCRIPTION

Position name	Grounds Person
Classification	Level 2, College Operational Services, Grade 2
Engagement	Full-time (38 hours per week, 48 weeks per year)
Key Relationships	Reporting to the Grounds Supervisor, this role will support the Infrastructure Team by providing horticultural and grounds maintenance activities

Our Purpose:

Scotch College Adelaide is an ambitious and aspirational ELC to Year 12 learning community committed to knowing, nurturing and challenging every individual within our care. We exist to empower young people to transform their world and its future through extraordinary learning, wellbeing and life experiences.

Guided by our values of Courage, Integrity, Inclusivity and a Commitment to Tomorrow, we cultivate curious minds, strong character and meaningful connections. We believe education should inspire young people to understand themselves, engage deeply with others and contribute positively to a changing world.

As a community of learners, wellbeing underpins everything we do. We seek to create an environment in which students and staff alike can flourish, embrace challenge, and confidently navigate the opportunities and complexities of the future.

Position Objective:

The Grounds Person plays an important role in maintaining safe, attractive and well-presented College grounds that support the learning, wellbeing and broader experiences of students, staff and the wider College community.

Working as part of the Grounds and Maintenance team and under the day-to-day supervision of the Grounds Maintenance Supervisor, the Grounds Person contributes to the effective care and presentation of the College's gardens, landscaped areas, sporting surfaces and outdoor facilities.

The role contributes to creating an environment that is safe, welcoming and fit for purpose, ensuring the College grounds can support learning, sport, events and community activities.

Position Overview:

The Grounds Person will contribute to the day-to-day maintenance and presentation of the College grounds through a broad range of horticultural, landscaping and grounds maintenance activities.

The role will work collaboratively with the Grounds and Maintenance team to maintain high standards across the College campus, while also responding flexibly to the changing needs of a busy ELC to Year 12 environment.

Key areas of contribution include horticultural and landscaping activities, maintenance of sporting surfaces, swimming pool maintenance, operation of grounds maintenance equipment and machinery, and event setup.

Scotch College Adelaide

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Key Responsibility Areas:

1. Horticulture, Landscaping and Grounds Maintenance

- Undertake a broad range of horticultural activities to maintain the College's gardens, lawns, landscaped areas and outdoor spaces to a high standard.
- Undertake landscaping and general grounds maintenance activities as required.
- Operate and maintain general horticultural light machinery and equipment, including mowers, chainsaws and similar equipment.
- Operate heavy grounds maintenance machinery, including fairway mowers, in accordance with appropriate safety requirements.
- Assist with the ongoing presentation, cleanliness and functionality of College grounds and outdoor areas.
- Work collaboratively with the Grounds and Maintenance team to respond to seasonal and day-to-day grounds maintenance requirements.

2. Sporting Surfaces

- Maintain sporting surfaces to a high standard to support the safe and effective use of College sporting facilities.
- Identify and report issues with sporting surfaces and grounds infrastructure.
- Assist with ensuring outdoor areas are appropriately prepared for sporting activities and other College programs.

3. Facilities, Events and General Support

- Undertake swimming pool maintenance activities as required.
- Assist with the setup, pack-up and preparation of College grounds and facilities for events and community activities.
- Work flexibly with the Grounds and Maintenance team to support the changing operational needs of the College.
- Undertake other duties as reasonably required and within the scope of the role.

4. Work Health Safety and Wellbeing

The College is committed to providing and maintaining a safe, healthy and supportive environment for all employees, students, visitors and members of our community. This includes promoting both physical and psychosocial health and safety.

- Workplace health and safety is a shared responsibility. All employees are expected to take reasonable care of their own health and safety, including their physical and psychosocial wellbeing, and that of others in the workplace.
- Employees are expected to follow reasonable safety instructions, College procedures, training requirements and actively contribute to identifying, reporting and managing workplace incidents, hazards and risks.
- Everyone has a role to play in creating a positive safety culture. Employees are encouraged to speak up about safety concerns and opportunities for improvement.

Key Selection Criteria: Qualifications, Experience, Knowledge and Personal Attributes

Qualifications & Certifications

- Attainment and maintenance of a valid Working with Children Check (WWCC)

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- Attainment and maintenance of the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) qualification at the masterclass level
- Attainment and maintenance of HLTAID012 'Provide First Aid in an Education and Care Setting' Certificate.
- Certification in the Department for Education's 'Protective Practices for staff in their interactions with children and young people' online training module.
- Attainment and maintenance of a relevant horticultural qualification, preferably Certificate III in Horticulture or Diploma level.
- A current and valid Australian Driver Licence.
- Construction Industry White Card is desirable.

Experience and knowledge

- Proven experience working in a horticultural or grounds maintenance environment.
- Experience in cricket wicket preparation (desirable, not essential)
- Demonstrated experience undertaking a broad range of horticultural and landscaping activities.
- Demonstrated experience operating general horticultural machinery and equipment, including mowers, chainsaws and similar equipment.
- Demonstrated experience operating heavy grounds maintenance machinery, including fairway mowers.
- Knowledge and practical understanding of horticultural practices, landscaping and grounds maintenance.
- An understanding of the importance of maintaining safe, attractive and functional grounds within a school or similar community environment.
- Awareness of and willingness to comply with relevant legislative instruments, including but not limited to the 'Protective Practices for staff in their interactions with children and young people Guidelines' and College policies and procedures
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Personal attributes

- Physically capable of undertaking the manual tasks associated with the role, including lifting, pulling, carrying and moving objects.
- Ability to safely operate and drive motor vehicles and grounds maintenance machinery.
- Ability to work effectively with minimum supervision while also contributing positively to a collaborative team environment.
- Strong attention to detail and pride in maintaining high standards of presentation.
- Reliable, flexible and willing to respond to changing operational requirements.
- Demonstrates a high level of customer service and a professional, approachable manner when interacting with students, staff and members of the College community.
- Commitment to working safely and contributing positively to the wellbeing of others.

Conditions of Employment:

- Must be eligible to work in Australia
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Position is employed under the terms and conditions of the Scotch College Adelaide Enterprise Agreement

Finally

No position description can capture the complexity of tasks within a College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not



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described above, that may be given to this position from time-to-time. All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

This role may require reasonable out of hours work. Scotch College respects employee's right to disconnect and will communicate with the incumbent regarding when out of hours work is anticipated and discuss reasonable ways to minimize disruption to personal life.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.

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