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**MOUNT ALBERT GRAMMAR SCHOOL**

**Job Description**

**Horticulture and Farm Assistant**

**Responsible to**: Deputy Principal – HR

Deputy Principal – Farm   
 Property Manager

**Functional Relationships with:** MAGS Staff, Students, ASB MAGS Farm staff, Cornwall Park Farm staff and contractors.

**Hours of Work:** 40 hrs per week (includes evenings and weekends as animals need)

**Key Responsibilities: Horticultural Area**

* **Repairs, Maintenance and Upkeep of the Horticultural teaching area**, including but not limited to weed control, care of the potting shed and greenhouse areas, maintaining tools, and the raised garden beds
* **Professional Development**. Working with the current staff to share specific knowledge relating to care, maintenance and growing of current and potential plantings, including the fruit orchard, the kiwifruit orchard, riparian planting on the farm. This could involve some demonstrating to students while the teacher is supervising.
* **Hydroponics Area** includingset up, development and day-to-day running of the hydroponics area.
* **Gardening & Planting:** Maintaining lawns, gardens, and outdoor areas by planting, pruning, fertilizing, and weeding. Propagation of seedlings and cultivation to produce plants for the school and farm.
* **Maintenance:** Performing basic regular maintenance tasks on school and farm property, such as clearing pathways, removing litter, and assisting with repairs.
* **Pest & Disease Control:** Controlling plant pests and diseases, including spraying and treating plants.
* **Landscaping & Construction:** Participate in small landscaping projects and basic construction work as needed within the ASB MAGS Farm and school.
* **Farm assistance:** Assist with farm fencing demolition, installation and other farm tasks that requires more than one person to complete. Monitor animals when the Farm Caretaker is on leave, work with Cornwall Park Farm staff for Professional Development and education of students. This could involve some demonstrating to students while the teacher is supervising.
* **Tool Maintenance:** Ensuring gardening tools are properly maintained and stored.
* **Other Duties as required,** which may include assisting the MAGS property staff

**Key Responsibilities: Riparian Management**

* **Planting.** Planning, executing, and maintaining the riparian space. Which includes planting projects to enhance water quality, stabilize banks, and create wildlife habitat.
* **Invasive Species Management.** Identifying and controlling invasive plants and animals in riparian areas, including implementing appropriate removal or control techniques.
* **Stock Exclusion.** Assisting with fencing and other measures to exclude stock from waterways, protecting riparian vegetation and water quality.
* **Drainage Maintenance.** Assisting with the maintenance of culverts, bridges, and other infrastructure within waterways, ensuring efficient drainage and flood control.

**Key Responsibilities: Orchards and Kiwifruit area:**

* **Fruit Picking.** Harvesting fruit from trees, ensuring proper handling to avoid damage and meeting quality standards.
* **Pruning and Tree Training.** Removing dead or diseased branches, shaping trees for optimal fruit production, and potentially assisting with tree training.
* **Tree and Plant Thinning.** Removing excess fruit to improve the size and quality of the remaining fruit.
* **Equipment Operation.** Operating basic orchard equipment, such as irrigation systems or small machinery, while following safety procedures.
* **Irrigation Management.** Installation, operation and maintenance of irrigation systems to ensure proper watering of trees and plants.

**Other Key Responsibilities**

* **Farm assistance:** Assist with farm demolition, installation and other farm tasks that require more than one person to complete. Monitor the farm and look after the animal care when the Farm Caretaker is on leave. Work with Cornwall Park Farm staff for Professional Development and education.
* **Other Duties:**  Assist MAGS property team when needed and assist with Farm caretaker as required.

**Skills and Qualifications:**

* **Physical Stamina:** The job requires physical fitness and the ability to perform manual labour, including bending, kneeling and lifting heavy objects. Ability to work outdoors in various weather conditions.
* **Process and manage**: Follow correct Health and Safety procedures. A willingness to work as part of a team, or independently and follow instructions
* **Horticultural knowledge**: Knowledge of gardening techniques and plant care.
* **Animal Handling Skills:** Willingness to learn how to handle and care for various types of livestock.
* **Mechanical Aptitude:** Familiarity with farm machinery and equipment, or a willingness to learn. Ability to perform basic construction work and maintenance tasks.
* **Problem-Solving Skills:** Ability to identify and address potential issues with animals, crops, or farm infrastructure.
* **Communication Skills:** Effective communication with other staff and students.
* **Attention to Detail:** Ensuring that all tasks are completed accurately and efficiently.