

Job Description: **Groundsperson / Gardner**

Responsible to Head Gardener

Hours worked

- Part time (2-3 days per week, 8am-5pm with one hour lunch break).
- Year- round, including school holidays
- Salary £17,500 per year FTE

Purpose

- Supporting the Head Gardener, ensure the Grade 1 listed garden and grounds of the school are maintained to a high standard.

**Principal
Responsibility
Areas**

KEY RESPONSIBILITIES

Groundwork

- To support the Head Gardener in maintaining the school grounds. Typical tasks will include:
 - Grass cutting and strimming
 - Leaf clearing
 - Hedge cutting
 - Maintenance of driveways
- Other similar tasks under the guidance of the Head Gardener
- Relevant spraying qualifications would be desirable

School Events

- Mark sports fields, running tracks etc as required
- Support preparation for school events and lettings

Safety

- Ensure safe working practices in accordance with Health & Safety requirements and risk assessments, including:
 - Safe storage of tools and equipment
 - Checking that equipment is safe to use
 - Ensuring all fertilizers and chemicals are stored safely

Management

- Participate as a member in 'grounds and garden' projects

General

- Any other duties appropriate to the post as required by the Head Gardener or Principal

These duties are not necessarily comprehensive and are subject to annual amendment by the Principal after consultation with the post holder.

**Terms and
Conditions**

In the event of these duties not being performed to the satisfaction of the Principal and Governors, the matter will be dealt with in accordance with disciplinary procedures agreed by the Principal and Governors.

Terms and conditions of employment are set out in the Letter of Appointment/Contract.

Signed: Date:

Signed: Principal