

Job Description: Grounds person / Gardener

Responsible to Head Gardener

Hours worked

- Part-time, 8am-5pm with one-hour unpaid lunch break (lunch provided during term time)
- Wednesdays and Fridays

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 Estate and school grounds. Typical tasks will include: -
 - Prepare grounds for the planting of trees, shrubs and herbaceous plants.
 - Carry out horticultural operations, such as planting, pruning and maintenance of trees, shrubs and herbaceous plants.
 - Maintain borders, ponds, hedges, fences, walls, paths and woodlands.
 - Grass cutting and strimming
 - Leaf clearing
 - Hedge cutting (Chainsaw CS1/CS3 desirable)
 - Maintenance of driveways and paths, including litter picking, weeding, clearing snow and applying grit salt as required
 - Maintain and mark sports fields, pitches etc e.g. grass cutting, line marking and erecting sports equipment
 - Treating and disposal of pests and weeds (PA1/PA6 desirable)

Safety

- Ensure safe working practices in accordance with Health & Safety requirements and risk assessments, including: -
 - Safe storage of tools and equipment
 - Checking that all equipment is safe to use
 - Ensure all fertilizers and chemicals are stored safely
 - Safely use, maintain and clean horticultural equipment including hand tools, strimmers, hedge-cutters, mowers, ride on mowers, scarifiers, aerators, tractors and any other machinery required to undertake allocated task
 - Work in a tidy and safe manner

General

- Follow departmental and school policies.

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

PERSONAL SPECIFICATION

The successful candidate is likely to have the following knowledge and experience:

- A good level of education and in addition the applicants will need to demonstrate they have the appropriate NVQ level 2 qualification in Horticulture as well as previous experience in maintaining large gardens
- A knowledge of Health & Safety requirements and legislation in a School environment

SKILLS AND ABILITIES

- Ability to work on own initiative as necessary, adaptable and follow instructions and to a given time constraint
- Ability to communicate effectively with staff
- Ability to work within the policies of the School
- The role at time may involve heavy lifting/working at heights