



Newtons Primary School

Job Title: School based gardener

Grade: Grade 1/2 points 1-5

Reports to: Head Teacher

Job Purpose and Context

A school based gardener will work alongside the Site Manager under the direction of the Head Teacher. The gardener will be responsible for the upkeep, maintenance and health and safety of designated areas around the school site.

The nature and intensity of the work required, may vary with the season or weather and if the school is in session or not. Therefore, although the job is for 8 hours per week over 52 weeks, there will need to be a high degree of flexibility according to season, weather and school needs.

A school gardener may be expected to:

- Use gardening products and materials that require safe handling
- Use a variety of tools and/or machines used in gardening
- Portering which may include heavy lifting
- Ensure that designated areas of the site are safe and secure.

Roles and Responsibilities

1. To maintain the perimeter of the front of the building keeping it weed free and reporting any issues such as damaged fences to the Site Manager.
2. To maintain the front of the school, ensuring that trees, shrubs, plants and beds are safe, neat and tidy.
3. To cut the grass areas to the front of the school.
4. To maintain the wild life area ensuring that it is safe and secure for children and adults to use.
5. To maintain the Foundation Stage garden liaising with the FS staff in order to help to keep it maintained, safe and secure

6. To plant out and maintain beds, as designated by the school with flowers, shrubs etc. in liaison with representatives from the school.
7. To keep the plants, shrubs etc. watered and fed throughout the year particularly during dry spells.
8. To assist in keeping the school site free from litter and other debris.
9. To ensure that tools and garden machinery are well maintained and in good repair.
10. To assist the Site Manager in keeping the garden stores well maintained and in good repair.
11. To move equipment, plant, supplies etc in accordance with current health and safety standards.
12. When using chemicals do so in accordance with current health and safety standards.
13. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school.
14. To complete school based induction and any subsequent training required to improve performance.

Notes

- The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that you as postholder may be expected to carry out work that is not specified in the job description but which is within the remit of the duties and responsibilities.
- This job description has been updated in line with local authority guidelines. It will be subject to review with the postholder after one year and may be reviewed from time to time.

School Based Gardener

Benchmark Person Specification

Skills and Abilities	Essential	Desirable	Assessed By
Ability to organise one's own work, to prioritise tasks and to keep to deadlines.	+		Application and interview
Ability to be flexible and respond effectively to the 'unexpected.'	+		Interview
Ability to communicate and interact effectively with other members of staff and managers.	+		Application and interview
The know how to assess and carry out garden maintenance and any appropriate minor repairs.	+		Application and interview
The ability and willingness to undertake outdoor/garden related projects within the school.	+		Application and interview
Knowledge, Qualifications and Experience			
An understanding of basic health, safety and security issues in school.		+	Application and interview
An understanding of day to day gardening, seasonal issues and best practice to use in given situations.	+		Application and interview
Some knowledge of plants, tress etc and their habitat.	+		Application and interview
To be able to operate tools, machinery and plant associated with gardening safely and carry out minor repairs.	+		Application and interview
A thorough practically based understanding of garden maintenance issues.	+		Application and interview
Willingness to successfully complete the range of training relevant to the job.		+	Interview