



Job Title: Gardens Operative
Responsible to: Grounds Manager
Dept: Grounds
Last reviewed: October 2021

Job Outline & Purpose

The objective of the Gardens Operative is to ensure the efficient maintenance and development of landscaped and garden areas their structures and associated areas and to ensure that safe, consistent, well presented and good quality playing surfaces are always available to students and visitors.

In addition, the role may require the general maintenance and setting up of sports playing surfaces. The duties of this post will include lifting and manual handling; therefore the job holder should be familiar with the procedures required for these areas. The post holder will also be required to hold a full driving licence and be able to drive a small truck/van.

The post holder will be required to work weekends and some weekday overtime on a rota basis to ensure the set up and smooth running of sports fixtures, training sessions and other external events.

Duties:

The Gardens Operative will be able to:

- Prepare all garden and lawn areas at the School to the highest standards including planting, weeding, pruning, edging etc
- Have a basic knowledge of horticultural pests and diseases and related treatments
- Drive tractors with a variety of implements attached for maintenance and renovations;
- Have a good knowledge of tree and shrub maintenance and use of hedgecutters and other hand held machines
- Undertake general maintenance and setting up of sports playing surfaces
- Be responsible in icy/snowy weather for salting/gritting of paths, steps, slopes and car parks to help ensure the safety of all Haileybury users and to enable the School to keep functioning in times of heavy snow falls by clearance of snow in key areas
- Keep the management team up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame
- Establish and maintain effective communication channels and efficient/effective working relationships with other colleagues, customers and third parties.
- Make use of appropriate equipment and facilities in order to complete duties in the most efficient and effective way

- Ensure and promote the correct use and operation of machinery and equipment and report any breakdowns to the Grounds management or where appropriate, take corrective action on mechanical defects or breakdown of equipment
- Ensure the security of the departmental vehicles, tools, machinery, buildings and equipment at all times
- Complete all duties effectively, efficiently, accurately, and within allocated deadlines
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role
- Drive School vehicles in pursuance of your duties at the School, as requested and as authorised under any School transport scheme, or similar. In addition, to undertake any required training to enable you to drive School vehicles and to provide to the School all such documentation as required to ensure that you are properly authorised under any School transport scheme or similar, to drive School vehicles
- Undertake your responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely. This includes, appropriate use of computer ID's and passwords
- Undertake your responsibilities at Haileybury in respect of Child Protection - please see below
- Be aware of and report any security risks posed within the School
- Assist in other areas of work within the School which are within your skills and capabilities, as reasonably requested

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Person Specification

Experience

- Experience of working in a large amenity environment
- An understanding of the needs of different plants
- Ability to work to the highest standards possible
- Knowledge of machinery and basic servicing
- Experience of hedge cutting, tree pruning etc
- A sound understanding of Health and Safety and current legislation
- Experience of working in a school or other educational environment advantageous

Skills

- Enjoy outdoor working
- Ability to communicate effectively and appropriately with all relevant client groups, both internally and externally
- Ability to demonstrate a disciplined approach to all the safe systems of work that are put in place by the School concerning working with machinery and safe practices
- Well organised with the ability to prioritise work to deadlines and under pressure, whilst at all times providing a safe working environment which adheres to Health and Safety best practice
- Ability to work in a way that promotes the safety and wellbeing of children and young people.

- Ability to work in a team and individually, using own initiative
- Ability to understand and operate within a school environment
- Flexible and the ability to adapt to changes to work schedule
- Excellent communication and interpersonal skills at all lev
- Confident, self-motivated and proactive
- Enthusiastic with the ability to learn
- Honest, polite, reliable, resourceful, flexible, punctual and committed

Qualifications

- Driving Licence essential
- Pa1 and Pa6 spraying licence
- NVQ level 2 or equivalent
- First Aid Qualification desirable
- Chainsaw license desirable

Child Protection at Haileybury

Though this role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.