



Job Description

Job Title:	Gardener
Department:	Grounds and Gardens
Responsible to:	Grounds Manager
Last reviewed:	February 2023

Job Outline

The objective of the Gardener is to carry out maintenance, development and improvement of the landscaped and garden areas of the School site and to ensure that they are well presented at all times.

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 some weekends and some weekday overtime on a rota basis to ensure the set up and smooth running of its sports fixtures, training sessions and other external events.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

1. Prepare all garden and lawn areas at the School to the highest standards including planting, weeding, pruning, edging etc.
2. Have a basic knowledge of horticultural pests and diseases and related treatments.
3. Drive tractors with a variety of implements attached for maintenance and renovations.
4. Have a good knowledge of tree and shrub maintenance and use of hedgecutters and other hand held machines.

5. Undertake general maintenance and setting up of sports playing surfaces.
6. 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.
7. 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.
8. Establish and maintain effective communication channels and efficient/effective working relationships with other colleagues, customers and third parties.
9. Make use of appropriate equipment and facilities in order to complete duties in the most efficient and effective way.
10. 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.
11. Ensure the security of the departmental vehicles, tools, machinery, buildings and equipment at all times.
12. Complete all duties effectively, efficiently, accurately, and within allocated deadlines.
13. Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role.
14. 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.
15. Be aware of and report any security risks posed within the School.
16. Assist in other areas of work within the School which are within your skills and capabilities, as reasonably requested.

Other Requirements

Safeguarding and Child Protection

1. All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

2. In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.
3. Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

4. Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

5. Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

6. All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Gardener
Person Specification**

	Essential	Desirable
Qualifications		
Good general level of education (to GCSE level or equivalent)	✓	
Full, clean driving licence	✓	
NVQ level 2 or equivalent		✓
PA1 / PA2 / PA6		✓
First Aid Certificate		✓
Chainsaw licence		✓
Knowledge, Skills and Experience		
Ability to demonstrate a disciplined approach to all the safe systems of work that are in place concerning working with machinery and safe practices	✓	
Excellent organisational and time management skills	✓	
Good literacy and numeracy skills	✓	
Excellent customer service skills	✓	
Personal Attributes		
Ability to understand and operate in a school environment	✓	
Excellent communication and interpersonal skills at all levels	✓	
Ability to work well as part of a team	✓	
Ability to work unsupervised and use own initiative	✓	
Enjoy outdoor working	✓	
Confident, self motivated and proactive	✓	
Enthusiastic with the ability to learn	✓	
Willingness to work flexibly when required	✓	
Conscientious, honest, reliable and committed	✓	