



Exeter School

Exeter School invites applications for the post of

GENERAL GARDENER

Applications will close at midday on Monday 24th July 2017

Interviews will be held during week commencing 31st July 2017

Employment to start as soon as possible

Exeter School is an independent, fee-paying, co-educational school for ages 7-18, with 910 pupils, 715 of whom are in the Senior School. The School has an excellent record in the academic, sporting and extracurricular areas. It values its links with the local communities and many School facilities are used by local groups. It stands in 25 acres of ground in an open position less than a mile from the city centre. The School employs over 180 people, including 119 teachers.

JOB DESCRIPTION

The job title is:

General Gardener at Exeter School.

The post holder is responsible to the Estate and Facilities Manager, but on a daily basis work will be directed by the Head Groundsman.

This is a full-time position.

Duties

In general, the duties required of the post holder are to work as an individual or as a team member of the Maintenance Department in assisting in the running of the School by providing the following key duties:

- Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, seed sowing, bed preparation, planting and sweeping.
- Lawn maintenance and cultivation.
- The use and maintenance of hand tools.
- The operation and use of the grounds tractors, light machinery and plant.
- The use of cylinder and rotary mowers, strimmers, leaf blowers and hedge trimmers.
- To assist the groundsman with the preparation of sports facilities if required.
- To respond to emergencies and assist other departments as directed by the Estates and Facilities Manager.
- To be aware of Health and Safety requirements.
- To ensure all equipment, machinery and buildings are secure.
- To keep work areas clean and tidy.
- To be aware of and report any security risks posed within the school.

- To apply chemicals where appropriate.
- To undergo training as required.
- To keep the gardens, thoroughfares, footpaths and general areas swept and free from litter at all times.
- To carry out gritting, salt spreading, snow cleaning, as necessary, throughout the school.
- Carrying out general maintenance and repairs to School's equipment, fixtures and fittings to the post holder's technical ability and qualifications.
- Provide evening and weekend cover for School functions if required.

These duties may from time to time be changed and the employee may be required to undertake additional duties as necessary to support the needs of the school.

Owing to the nature of the work, the physical fitness of the employee is essential.

The place of work will normally be at Exeter School, but the Governors reserve the right to require the employee to work at any premises within the general environs of the principal place of work.

Remuneration: The basic salary will be dependent on qualifications and experience. This is reviewed on 1st September annually, in common with all Exeter School employees. Salary is paid in arrears via BACS to a nominated account at monthly intervals by the last day of the month.

Hours of work: The normal hours of work are 8.00am to 5pm, Monday to Friday inclusive, with two breaks of fifteen minutes and with an hour break for lunch. Lunch is provided free of charge during term time only. Some overtime working will be required, usually during the week, but occasionally at weekends, on a rota system. When authorised it will be paid at one and a third time on weekdays, one and a half time on Saturdays and double time on Sundays and Bank Holidays. Regardless of actual working hours overtime will be paid on the basis of a 37.5 hour week.

Holidays: The post holder is entitled to 22 days paid holiday, in addition to Public Holidays, at times to be agreed in advance with the Estate and Facilities Manager. The holiday year runs from 1 September until 31 August.

Pension: The post holder will be eligible to join the School's group personal pension scheme after three months in post. Currently, the School contributes 8% of salary (13% after five years), and the employee 3.5% (8% after five years).

Child Protection: Exeter School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Employment is subject to the receipt of two satisfactory references provided specifically for this post and addressed to the School, and to a satisfactory Criminal Records Bureau Disclosure.