



Job Description

Job Title:	Gardener & Grounds Maintenance
Salary Level:	Redhill Academy Trust Pay Scale, Band 6 Point 28 – 32 (£17,799.79 – £19,483.98)
Location:	The Redhill Academy
Hours of work:	37hrs per week + O/T, 52 weeks per year
Responsible to:	Site Manager
Post Objective:	To provide efficient and effective grounds maintenance service to the academy including ensuring the security and general appearance in accordance with work specifications.
Other Considerations:	The Grounds Maintenance worker will be part of the site team consisting of the Site Manager, 2 Caretakers, 1 Assistant Caretaker, 1 Cleaning Supervisor and the cleaning staff. Hours of work will be 37 hours per week, (between 6.00am and 8.00pm to be agreed – expectation summer hours would require regular early evening work).

Gardening Duties and Responsibilities:

- To cut and maintain hedges and boundary fences grassed areas, floral features.
- To ensure tree safety, cutting back where necessary in conjunction with the site manager
- To ensure programme in place to ensure all weeds are eradicated
- To be responsible for landscaping duties in accordance with work specifications
- To monitor the work of outside contractors in the grounds to ensure that the tasks are completed satisfactorily
- Collect all foliage debris (leaves, sticks etc) all external areas to include paths etc.
- Develop the green spaces with use of plants to improve external areas the staff and students with the use of plants.

Other Duties

- To salt/grit pathways and car parks during winter season in the evening ready for the next day.
- Assist with repairs to fences, gates, tracks and water supplies.
- Sweep stone chippings from car parks and concreted areas
- To be responsible for on site litter general litter picking on site at key times
- Liaising with caretakers, security staff, contractors, as necessary

- To be responsible for the upkeep of grounds & gardening plant and equipment and to report any defects to the Site Manager
- To operate grounds equipment in a legal and safe manner

Health and Safety

- Ensuring the security of the premises and contents
- Having awareness of Health and Safety issues to safeguard self and other users of the school
- Carrying out safety checks as requested by Site Manager
- Carry out Risk Assessments on external areas as necessary
- Safe working methods to be used in accordance with COSHH assessments
- To ensure that uniform and personal protective equipment, provided by the Academy are kept in a clean and tidy condition and worn at all necessary times
- To report all accidents and injuries immediately to the Site/Business Manager
- Undertaking any other duties which might be reasonably expected by the Site Manager for the effective discharge of the responsibilities of a caretaker

Personal Qualities

- Capable of establishing good working relationships with all school staff
- Good knowledge on plants and the maintenance of green spaces and the ability to plan and design new green spaces.
- Flexible to their approach to planning the working day
- Well organised, conscientious and reliable
- Reasonably fit, able to lift and carry
- Able to work effectively as part of a team and as an individual
- Understand the importance of safeguarding and Enhanced CRB Disclosure (application provided by academy)