**Job Description**

**Role:** Gardener/Groundsman

**Reporting to:** Operations Manager but on a daily basis work will be directed and tasks set by the Head Groundsman.

**Summary role:** In general, the duties required of the post holder are to work as an individual and as a member of the Operations team, assisting in the running of the School.

**Key Tasks:**

* Upkeep of the garden and amenity areas.
* Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, seed sowing, bed and border 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 groundsmen with the preparation of sports facilities as required.
* Provide evening and weekend cover for School functions where and when required.
* Providing site security in or out of School hours.

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

General responsibilities:

* To ensure all duties are carried out in accordance with Health and Safety regulations and with due regard to Child Protection and Safeguarding
* To undertake any training and development for the better fulfilment of the post
* To undertake any *ad hoc* duties or projects as requested
* To undertake any other duties and responsibilities as determined by the Head.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities tasks and duties. The jobholder’s actual responsibilities, tasks and duties might differ from those outlined in the job description and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

This job description is subject to review in line with the developing needs of the Schools.