

**JOB DESCRIPTION – 2019**

<b>Job Title:</b>	Gardener
<b>Reports to:</b>	Grounds & Facilities Manager
<b>Department:</b>	Grounds
<b>Hours per week:</b>	8:00am-4:30pm (30mins for lunch at 12:30pm) 31 weeks during summer 8:00am-3:45pm (15mins tea break at 10:00am and 30min lunch at 12:30pm) 21 weeks during winter

**Key Working Relationships**

Working under the management of the Grounds & Facilities Manager and forming part of a small friendly grounds team.

The majority of your time you will be expected to work on your own and develop an annual working and planting programme

**Job Summary**

To maintain and develop the flower beds, lawns, hedges and shrubs around the buildings of the school and the whole school site.

To maintain residential gardens on and off site at property owned by the school.

To plan for budget purpose next seasons planting spend.

**Duties and Responsibilities**

- Maintain formal gardens
- Maintain flower beds
- Maintain shrubs
- Maintain hedges
- Maintain lawns
- Undertake planting for flowers and shrubs where and when required
- To promote ideas to enhance the formal gardens and flower beds
- Keep all areas around the school clean of debris, litter, leaves and foreign objects
- Prune rose beds
- Prune fruit trees
- Ensure all areas are free of weeds
- Maintain all equipment
- Maintain and clean all hand tools
- Keep clean and maintain workshop
- Provide assistance to the department where necessary on grounds works

Be aware and identify all health and safety issues

**Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

**Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

**Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

**Information Security, Confidentiality and Data Protection**

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.