

Job Description: Grounds person / Gardener

Responsible to Head Gardener

Hours worked

- Part-time, 8am-5pm with one-hour unpaid lunch break (lunch provided during term time)
- 3 days a week, to be agreed

Purpose

- Supporting the Head Gardener, ensure the Grade 1 listed garden and grounds of the school are maintained to a high standard.

Principal Responsibility Areas

KEY RESPONSIBILITIES

Groundwork

- To support the Head Gardener in maintaining the Estate and school grounds. Typical tasks will include: -
 - Prepare grounds for the planting of trees, shrubs and herbaceous plants.
 - Carry out horticultural operations, such as planting, pruning and maintenance of trees, shrubs and herbaceous plants.
 - Maintain borders, ponds, hedges, fences, walls, paths and woodlands.
 - Grass cutting and strimming
 - Leaf clearing
 - Hedge cutting (Chainsaw CS1/CS3 desirable)
 - Maintenance of driveways and paths, including litter picking, weeding, clearing snow and applying grit salt as required
 - Maintain and mark sports fields, pitches etc e.g. mowing, line marking and erecting sports equipment
 - Treating and disposal of pests and weeds (PA1/PA6 desirable)

Safety

- Ensure safe working practices in accordance with Health & Safety requirements and risk assessments, including: -
 - Safe storage of tools and equipment
 - Checking that all equipment is safe to use
 - Ensure all fertilizers and chemicals are stored safely
 - Safely use, maintain and clean horticultural equipment including hand tools, strimmers, hedge-cutters, mowers, ride on mowers, scarifiers, aerators, tractors and any other machinery required to undertake allocated task
 - Work in a tidy and safe manner

General

- To keep up to date with, comply with, and fully implement, School policies and procedures.
- Build and maintain strong, positive, and respectful relationships with students, colleagues, and parents.
- To play a full and active part in the life of Frewen College as an independent boarding school at all times including extra-curricular activities.
- Model high standards of professional behaviour at all times.
- To play an active part on promoting the school ethos, mission, vision, and values.
- Flexibility in order to fully support the operational and strategic needs of the school.
- Any other duties appropriate to the post as required by the Head Gardener or Headmaster

Safeguarding:

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service (DBS). This will give details of all spent and unspent convictions and other recordable matters.

PERSONAL SPECIFICATION

The successful candidate is likely to have the following knowledge and experience:

- A good level of education and in addition the applicants will need to demonstrate they have the appropriate NVQ level 2 qualification in Horticulture as well as previous experience in maintaining large gardens
- A knowledge of Health & Safety requirements and legislation in a School environment

SKILLS AND ABILITIES

- Ability to work on own initiative as necessary, adaptable and follow instructions and to a given time constraint
- Ability to communicate effectively with staff
- Ability to work within the policies of the School
- The role at time may involve heavy lifting/working at heights/lone working