



JOB DESCRIPTION

JOB TITLE: Gardener / Groundsman

RESPONSIBLE TO: The Head Groundsman

MAIN PURPOSE OF THE JOB

The upkeep and maintenance of the grounds and gardens to a high standard.

MAIN DUTIES AND RESPONSIBILITIES

Specific:

Under the direction of the Head Groundsman:

1. The planning and carrying out routine seasonal tasks in the school grounds and formal lawns including:
Potted plants around the school grounds and within the buildings
2. Maintenance of all school grounds including sports pitches, parkland and woodland including:
Mowing
Aeration
Fertilising
Spraying
Line marking
Cricket pitch preparation
Winter sports pitches preparation
3. Maintenance of all gardening and grounds equipment,
4. Ensuring compliance with all legislation relevant to grounds and garden work.

General:

5. Drive the school minibuses and vehicles as and when requested by the Bursar.
6. Undertake any other reasonable duties as may be required by the Bursar and Head Groundsman.
7. Attend staff meetings, team meetings and other internal meetings as appropriate.
8. Attend all relevant training as required.
9. Ensure the safety and well-being of Children and young people at Packwood Haugh School by adhering to and complying with Packwood Haugh's Health and Safety, Safeguarding and Child Protection policies at all times.

Person Specification

Qualities

Essential

Desirable

KNOWLEDGE

General operational experience/knowledge of grounds and gardening work

Thorough understanding of H&S regulations

QUALIFICATIONS/TRAINING

Full and clean driving licence

D1 category on licence

NNVQ/SVQ Level 3
Sports turf maintenance
or IOG National Intermediate Diploma
or equivalent

First Aid Certificate

Spraying Certificates
PA1 & PA6

EXPERIENCE

Experience in grounds maintenance work and gardening

APTITUDES

Ability to plan, prioritise and organise
Capacity to learn and develop
Support staff and colleagues

PERSONAL QUALITIES

Approachable
Conscientious
Confident
Courteous/Friendly
Flexible

Terms and Conditions

Working Hours:

Flexible depending on the season but an average throughout the year of 40 hrs per week. As guidance the working day will be approximately 0800 – 1600 hrs.

During term time each member of the Grounds / Gardening Team are required to work on Saturday mornings on a rotational basis to prepare the pitches for matches. (Approximately 9 weekends a year.)

Salary:

In the region of £17,000 - £19,500 pa dependent on experience and qualifications.

Holidays:

26 days paid holiday a year plus public and Bank holidays.

Pension:

A pension scheme with Scottish Widows is in place and you will be automatically enrolled into the pension scheme. Employees contribute 5% and the school will contribute 3% of gross pay.

Probation and Notice Periods:

6 months' probation during which time each party can give a minimum of 2 weeks' notice. After successful completion of the probationary period the Notice Period will be one month.

Provision of meals:

During term time lunches are provided by the school caterers.