

JOB DESCRIPTION

Job Title: Gardener
Hours: 40 hrs/wk
Status: Permanent

Responsible to: Head Groundsman

Job Purpose:

The Gardener's primary responsibility is to assist in the smooth operation of the College by dealing with day-to-day grounds maintenance & gardening duties. This responsibility extends to the general tidiness, cleanliness and security of the College grounds and premises and the safety of users and visitors.

The post-holder should be aware of and actively participate in appropriate cover at the times required to facilitate the smooth running of the sports department. He/she must gain and retain a general awareness of College rules, policies and procedures, health & safety legislation and the effect that tasks for which they are responsible, or in which they are involved, have on themselves and others.

Main Duties:

Though working as part of a small team, many of the duties for which the Gardener is responsible require an autonomous approach, taking control of a situation and making the necessary decisions to effect appropriate and safe solutions.

The post-holder will work with a minimum amount of supervision but will work together with colleagues at certain times when work tasks dictate. Shift working will be required for certain periods of the College year.

A self-motivated, reliable, honest and versatile, problem-solving approach is required from all staff and this person will be capable of working under pressure, sometimes with conflicting priorities and timescales.

A professional, courteous, friendly and methodical approach is required as the role involves contact with parents, suppliers, staff, students and other visitors.

Principle duties:

- Carries out day-to-day operational duties
- Uses knowledge of plants, shrubs and trees to enhance the college environment
- Assists with broader grounds maintenance, repair, refurbishment and project works

- Attends to special requirements for events, exams and functions throughout the college site
- Uses a range of petrol and battery-powered grounds maintenance equipment

Other responsibilities:

- Setting out rooms and other areas for events, functions and sports activities
- Reports faults and repairs required
- Emergency duties as and when directed
- Immediately deals with or reports hazards
- Assist colleagues as required
- Assisting colleagues in dealing with the impact of adverse weather conditions such as snow, ice, heavy rain, etc
- Directs traffic as required within and outside College site during special events
- Provides occasional out-of-hours emergency cover as required
- Undertakes such training as required by line manager
- Undertakes such other duties as may be required within own or other departments

Mandatory Duties:

1. Responsibility for safeguarding and promoting the welfare of children.
2. Commitment to Equal Opportunities.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

Date: June 2017

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Qualifications, Experience, Attributes:

(E) = Essential, (D) = Desirable

- Experience of driving small tractors (D)
- Lives within close proximity to college site (E)
- Prepared to undertake Enhanced DBS (Disclosure & Barring Service) checks (E)
- Prepared to work on Saturdays/evenings on occasion with equivalent weekdays off (E)
- Knowledge of plants and garden maintenance (E)
- Practical experience and demonstrable competency in the use of small plant & grounds machinery (E)
- A positive attitude to work and to finding solutions (E)