

## **JOB DESCRIPTION**

### **POST DETAILS**

<b>TITLE</b>	Gardener
<b>SCHOOL</b>	Buckfastleigh Primary School
<b>LINE MANAGER</b>	Head-teacher
<b>GRADE</b>	<b>C</b>

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### **PURPOSE OF JOB**

To promote wellbeing amongst students by introducing them to horticulture and working with them to develop their gardening skills and interest in gardening.

### **SUPERVISION ARRANGEMENTS**

The head-teacher will make arrangements for your supervision and notify you of these arrangements.

### **MAJOR RESPONSIBILITIES AND DUTIES**

- To work with students who are supervised by other staff members to introduce the basic concepts of horticulture including but not restricted to pruning, trimming, weeding, planting and watering.
- To improve and maintain the living school environment through gardening in line with the seasons.
- To work with small groups of students and those supervising them to develop their gardening skills.
- To establish constructive relationships with students and interacting with them according to individual needs.
- To promote the inclusion and acceptance of all students.
- To encourage students to interact with others and to engage in gardening activities.
- Providing age appropriate feedback to students in relation to progress and achievement in their gardening activities.
- To carry out maintenance duties within the school garden working under instruction from the Headteacher or their delegate(s) including but not limited to the following:
  - Maintenance and planting of seasonal plants
  - Maintenance of the garden area including but not limited to digging over, trowelling, seeding, watering, pruning etc.
  - Application of pesticides and plant feeds in accordance with safe working practices
  - Recycling or re-use of green waste materials

- To carry out general labour duties working under instructions from the Headteacher or their delegate(s) to facilitate the effectiveness of sessions spent working with the students, including but not limited to leaf clearance and litter collection.
- To operate all machinery, tools and equipment in a safe and appropriate manner in accordance with the manufacturer's recommendations and Trust policy, ensuring that these are kept clean, secure and serviceable at all times.
- To maintain accurate records including tool maintenance, accident and incident forms.
- To meet performance targets, timescales and deadlines set by the Headteacher or their delegates, for both routine and non-routine works.
- To carry out all works in line with instructed specifications and standards, and by using good horticultural practices.
- To have a good working knowledge of Horticulture and undertake any necessary training and development appropriate to the current and reasonable future needs of the school and Trust.
- To ensure that work is carried out in line with safe working practices with due regard to the safety of the students, members of the public, colleagues and yourself.
- Represent the Trust and deal with members of the public in a courteous and professional manner.
- Maintain a good standard of appearance and conduct as a representative of the school and Westcountry Schools Trust.
- Abide by the objectives and targets of the school and the Trust, and follow the procedures and practices utilised in all aspects of the work, including the maintenance of relevant records.
- Fulfil personal requirements where appropriate with regard to Trust policies and procedures including those relating to Health and Safety, Equal Opportunities, Dignity at Work, safeguarding, security and promotion of the Trust's Strategic priorities.

**NB:** The list of duties is not to be regarded as exclusive or exhaustive; there will be other duties and requirements associated with the post and you may be required to undertake such other duties as may reasonably be required of you.

**Date:** .....

**Signatures:** Manager.....Post holder.....

## PERSON SPECIFICATION

**TITLE** Gardener

**SCHOOL** Buckfastleigh Primary School

**GRADE** C

Category	Requirements	Essential / Desirable	Method of Assessment
Education/ Training	<ul style="list-style-type: none"> <li>NVQ2 Horticulture or City &amp; Guilds Horticulture or equivalent, demonstrable experience.</li> </ul>	D	Application form
Experience	<ul style="list-style-type: none"> <li>Experience of working in a customer facing role</li> <li>Experience of working in an educational environment</li> <li>Experience of working as part of a team</li> </ul>	E D E	Application form/ interview
Knowledge	<ul style="list-style-type: none"> <li>Have a proven interest and knowledge of Horticulture</li> <li>Have an understanding of conservation related issues</li> <li>An understanding of pruning techniques</li> <li>An understanding of the wellbeing benefits of horticulture including basic nutrition</li> </ul>	E E E D	Application/ interview
Skills/ Abilities	<ul style="list-style-type: none"> <li>Good numeracy/literacy skills</li> <li>Ability to work constructively as part of a team, to understand different roles and responsibilities and own position within those</li> <li>Ability to work on own initiative at times</li> <li>Excellent customer service skills</li> <li>Ability to communicate effectively with both primary aged children and adults</li> <li>Ability to relate well to children and adults</li> </ul>	E E E E E E	Application form/ interview

Other factors	<ul style="list-style-type: none"><li data-bbox="399 190 1037 302">• This is a physical post and a reasonable good level of fitness is required. <del>The post may require some heavy lifting at times.</del></li></ul>	E	Pre-employment checks
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