Sidcot School
Job Description and Person Specification

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.	
Job Title	Gardener & Maintenance Assistant
Summary of the role	Reporting to the Head Gardener & Groundsman, you will help maintain the school's extensive grounds, gardens, lawns, sports pitches and outdoor spaces to a high standard. You will join a hardworking and friendly team, helping to ensure that the school environment remains safe, welcoming and well presented for pupils, staff and visitors. This is a varied, hands-on role involving general grounds maintenance, gardening and support with the upkeep of the site's facilities and equipment. To support the school's maintenance team in providing essential maintenance support when required and as detailed below. To form part of the team's on-call rota covering weekends.
Line management responsibility	N/A
Safeguarding requirements	• Engage in regulated activity relevant to children. • Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
Duties and Responsibilities	
Key Responsibilities	• Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact. • Develop and oversee a gardens and grounds strategy, with approval of the Head Gardener and Groundsman. • Maintain the sports pitches, garden areas, ponds, hedges and open spaces on the school grounds. • Inform and collaborate with the Head Gardener and Groundsman to ensure that garden project work is completed within time and budget goals.

	• Ensure that the equipment and vehicles are used as intended, maintained in line with current health and safety policy and you are working within these guidelines at all times. • The ability to carry out minor hard landscaping tasks as required such as stonework, stock fencing, hard digging and snow clearance operations. • Have the ability to conduct minor maintenance repairs throughout campus, both alone and as part of a wider maintenance team, especially during the winter months, when gardening duties reduce. • Form part of the maintenance emergency call-out system undertaking 6 weekend 'on call' responsibilities throughout the course of the calendar year.
Sports pitches, gardens, grounds and open spaces	• Regular upkeep of: **Sports Pitches**: sports turf maintenance to include mowing, aeration, line-marking, irrigating, feeding, selective weed killing, scarification, topdressing, rolling, turf lifting and laying and leaf clearing. Erecting/dismantling goals and nets. **Lawns**: mowing, irrigating, feeding, selective weed killing, edging, scarification, topdressing, spiking, rolling, turf lifting and laying, leaf clearing and drain unblocking. **Plants and Trees**: pruning, mulching, top dressing, irrigation, staking, hoeing, tying, training, disbudding, division of herbaceous stock and general care of plants and ornamental trees within the school's grounds and stock. **Weeding**: the control or elimination of weeds and unwanted vegetation by the use of powered or unpowered equipment to include the correct use of chemical control where qualified. **Glasshouses and Storage Units**: watering, shading, ventilation, cleanliness, propagation, pricking out, potting and preparation of compost. **Nursery**: propagation, seeding, growing on of stock, both containerised and on open ground with the correct management of cold frames, raised beds and pest control. **Displays**: arrangements and daily care of the school's containerised plant displays and seasonal displays. **Ponds:** management and maintenance of all the school ponds and their fish stock. **Arboricultural Equipment**: the safe use of hand tools to facilitate pruning, felling and pollarding of trees and hedge trimming. The use of chainsaws as and when necessary, if trained. **Security**: the appropriate storage and security of all powered and unpowered equipment, plants and chemicals. **Litter, Leaf & Drains**: periodic litter, leaf and drain clearing.
Machinery/Equipment Usage	• Safe use and maintenance of powered machinery and equipment as well as hand tools.

	• Safe use and maintenance of the school tractor and its equipment, ensuring the vehicle always follows the highway code and safe usage in the presence of students. • Report immediately any faults or damage. • The compliance, maintenance and routine servicing of all equipment and vehicles under the gardener's area of responsibility.
Staff Development	• Participate in the School's further training and professional development. • Continue personal development in relevant areas including subject knowledge and current trends.
Other duties	• The preparation and safe structure, lighting and extinguishing of the school's annual bonfire night display. This involves working into the evening. • The requirement to work on the school's annual celebrations with the set up and dismantling of the Bonfire night, Garden Party, Peace Festival, or any other newly scheduled calendar event. This will involve working during the weekend and evening. • Manage, inspect, and maintain the school's external play and exercise equipment and open spaces.
Line management duties and responsibilities	N/A

You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

Person Specification

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.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	*The professional, technical or academic qualifications that the Applicant **must have** to undertake the role or the training that they **must have** received* • Level 2/3 in a horticultural subject or significant experience. • PA1 and PA6 spray licence. • Cat BE driving licence.	*The professional, technical or academic qualifications that the Applicant **would ideally have** to undertake the role or the training that **they should ideally have** received* • Tractor and quad bike qualified/experienced. • RPII Certificate. • Chainsaw Licence.	• Applicant's certificates • Discussion at interview • Independent verification of qualifications
Experience	*The categories of work or organisations, types of achievements and activities that would be likely **to predict** success in the role* • Experience of using powered garden machinery and equipment used in garden maintenance. • Experience of working alone and in inclement weather.	*The categories of work or organisations, types of achievements and activities that would be likely to **contribute to** success in the role* • Maintenance knowledge within a school campus operation. • Tractor/trailer and self-propelled amenity machinery. • Experience of pond management.	• Contents of the application form • Interview • Professional references

Skills, abilities and competencies	*The skills, abilities and competencies **required** by the Applicant to perform effectively in the role* • Methodical way of working and good organisational skills. • The ability to work alone and as part of a larger team. • The competence to use own initiative to resolve minor problems.	*The skills, abilities and competencies that would **enable** the Applicant to perform effectively in the role* • Ability to create a forward-thinking gardens strategy.	• Contents of the application form • Interview • Professional references
Knowledge	*The knowledge **required** by the Applicant to perform effectively in the role* • Excellent plant knowledge • Working knowledge of relevant H&S legislation.	*The knowledge that would **enable** the Applicant to perform effectively in the role*	• Contents of the application form • Interview • Professional references
Attitude and behaviours	*The attitude and behaviours that the Applicant **requires** to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people* • Strong interpersonal skills and self-awareness adapting to situations with particular reference to children • Appreciation and understanding of the core Quaker values of peace, truth, integrity and equality • Good physical stamina/fitness. • Motivated and focused. • Reliable and conscientious.	*The attitude and behaviours that would **assist** the Applicant to perform effectively in the role* • Extra-curricular interests and a willingness to share them • Able to work at heights.	• Contents of the application form • Interview • Professional references