

# ST MARY'S HIGH SCHOOL



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Gardener</b>
<b>Grade:</b>	<b>H3 (5–6)</b>
<b>Reports to:</b>	<b>Site Team Leader</b>
<b>Hours of work:</b>	<b>Up to a maximum of 16 hours per week over 4/5 days Term-time plus one week (624 hours per year)</b>

### Purpose of your job

To undertake maintenance and landscape duties of the grounds and gardens and to support the day to day activities of the Site Team as required.

### Main areas of responsibility

- Undertake routine maintenance work on the grounds including surfaces and landscape.
- Safe use and operation of equipment and machinery used.
- Inform supervisor or where appropriate take corrective action on mechanical defects or breakdown of equipment

### Main Duties

- Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, seed sowing, bed preparation and planting
- Prepare and plant rockeries, herbaceous borders shrubberies and plant arrangements indoors and outdoors.
- Lawn maintenance and cultivation
- The use and maintenance of hand tools and basic light machinery and plant eg wheel barrow, chain saw etc
- The use of a mower, strimmer and leaf blowers/suckers
- Sweeping footpaths and external hard surfaces and keeping free of vegetation debris
- Checking and maintaining boundary fencing / other fencing
- Adjustments of mower height and quality of cut, etc. petrol level checks and check for damage to any gardening equipment
- To ensure all equipment, machinery and buildings are secure
- To apply chemicals/pesticides where appropriate
- To keep the gardens, thoroughfares and highway footpaths clear and free from weeds at all times
- To carry out gritting, salt spreading, snow clearing, as necessary, including highway footpaths through the school.
- Carry out repairs and associated work on the school's sports pitches
- To assist the site team as necessary in site clearance, preparation and set up including lifting, emptying bins etc

### Other Duties

Any other duties as directed by the Site Team Leader providing such duties are appropriate to the post.

### Flexibility

In order to deliver services effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

St Mary's CE High School is committed to the safeguarding of children and as there is a high degree of contact with children an enhanced DBS disclosure will be carried out as part of pre-employment checks and when renewal is required.

The particular responsibilities may be amended at any time in order to respond to the changing demands and needs of the school.