

**Ashton Community Science College**

Job Description

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| **Post:** | Gardener |
| **Reporting to:** | HLTA with the responsibility for our outdoor classroom |
| **Responsible for:** | - |
| **Working Hours:**  **Working Weeks:** | 37  52.143 |
| **Salary/Grade:** | Grade 3 |

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| **Job Purpose** |
| To undertake general gardening and maintenance of specified areas in the school grounds, as directed by school management. |

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| **Accountabilities / Responsibilities** |
| 1. Undertake a range of gardening duties within the school site, this may include hand mowing, digging, trimming, planting, and weeding (including the use of chemicals). 2. Keep paved areas and paths free from litter and excessive accumulation of dirt, snow, rubbish and leaves 3. Safely and securely store allocated materials and equipment clean and carry out day to day basic maintenance of equipment 4. Perform duties in line with health and safety regulations and act where hazards are identified, including reporting any serious hazards to the appropriate school manager.   Individuals in this role may also:   1. Assist with moving furniture and equipment around the school site and general portaging duties. 2. Act as a designated key holder providing out of hours and emergency access to the site. |
| **General** |
| * To work within school policies and procedures * To contribute to the provision of an effective environment for learning * To attend skills training and participate in personal/performance development as required * To take care for their own and other people’s health and safety * To be aware of and respect the nature of issues * Other duties at the same responsibility level may be interchanged/added to at the discretion of the Headteacher |
| **Additional supporting information – specific to this post or postholder** |
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| Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| **This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job or needs of the school** |

**Date: 16 June 2024**