



**The Sacred Heart Language College**  
**186 High Street, Wealdstone, HA3 7AY**

**Job Description and Person Specification**

**Job Details**

Job Title: Gardener  
Reporting to: Premises Manager  
Contract: Casual/As and When  
Hourly Rate: £20.00

**Job Description**

The purpose of the post is to care for, manage and develop identified garden areas and to ensure that the school grounds and gardens are clean and welcoming.

**Main duties and Responsibilities: -**

- Undertake any required tasks in identified garden areas and flower beds – such as weeding, digging, forking, planting, pruning, cutting back, watering, mulching, etc with minimum supervision
- Weed control including use of chemicals
- Keep pathways, hard surfaces and thoroughfares clear of debris, litter and moss including jet washing of key areas
- Work flexibly to adapt work intensity to College terms, weather and seasonal needs
- Collect leaves in autumn, clearing snow or spreading grit/salt in the winter
- Liaise with the Premises Manager to ensure that all the required equipment and materials are available so the gardens can be cared for, managed and developed effectively.
- Safe use, cleaning and basic maintenance of hand tools and machinery
- Work collaboratively with colleagues as part of a professional team, working at all times within the College's policies and procedures
- Assist in the general efficient operation of the College in areas related to the role of gardener.
- Attend relevant staff meetings and undertake training related to development activities
- Maintain confidentiality at all times in respect of matters relating to the College and prevent disclosure of confidential or sensitive information.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Headteacher or Business Manager.
- Maintain Site and support Premises Team when needed

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in post may also have to carry out other duties as may be necessary from time to time.

**General Requirements: -**

- Satisfactory Enhanced DBS check is mandatory
- Must promote and safeguard the welfare of children, young and vulnerable people that you come into contact with.
- Strong commitment to furthering equalities in both service delivery and employment practice.

**Working Conditions: -**

- Hours will vary by season; for example, more gardening in Spring and Summer and more maintenance duties in winter.

**Job Description and Person Specification****Qualifications**

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|-------------------------------------------|-----------|
| • Good general standard of education      | Essential |
| • Qualifications relating to horticulture | Desirable |
| • First Aid                               | Desirable |

**Experience**

- |                                               |           |
|-----------------------------------------------|-----------|
| • Gardening activities                        | Essential |
| • Caring for, managing and developing gardens | Essential |

**Knowledge**

- |                                                                    |           |
|--------------------------------------------------------------------|-----------|
| • Strong knowledge of gardening, plants and horticulture practices | Essential |
| • Health and Safety practice                                       | Essential |
| • Keeping Children Safe in Schools Guidance                        | Desirable |
| • Guidance regarding Working at Height                             | Desirable |

**Skills**

- |                                                                                                                     |           |
|---------------------------------------------------------------------------------------------------------------------|-----------|
| • Good physical fitness with the ability to perform manual labour, including digging, lifting, bending and carrying | Essential |
| • Ability to identify the materials and plants needed to care for a garden effectively                              | Essential |
| • Ability to use power tools correctly and safely                                                                   | Essential |
| • Ability to work as part of a team and to use own initiative when appropriate                                      | Essential |
| • Ability to be flexible                                                                                            | Essential |
| • Willingness to undertake training                                                                                 | Essential |
| • Ability to undertake all physical aspects of the post                                                             | Essential |
| • Ability to understand the need for confidentiality                                                                | Essential |
| • Ability to engage and communicate with students and staff                                                         | Essential |