

## JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Gardener/Grounds Operative
RESPONSIBLE TO	Head of Grounds / Lead Estates Supervisor
DEPARTMENT	Estates

### WORKING AT LANGLEY SCHOOL

We exist to provide a first-class, all-round education within a friendly, inclusive and supportive community. By focusing relentlessly on improving standards our students learn to be independent, valued citizens and develop their abilities to the full.

We select our support staff to reflect the high professional standards of the School and to be active partners in the continued success of Langley Senior School.

### JOB DESCRIPTION

This role will work with the Head of Grounds / Lead Estates Supervisor to ensure the optimal playing quality of the sports surfaces as well as the overall appearance and presentation of the school grounds. The position requires 'hands-on' operational experience combined with a flexible approach to meet the on-going seasonal demands. The ability to be self-motivated and work unsupervised is a key requirement of the role.

### MAIN RESPONSIBILITIES

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list

- Undertake horticultural practices to gardens and borders
- Undertaking all grass cutting and general grounds maintenance
- Schedule testing and maintenance of all the grounds maintenance equipment in the school in accordance with current guidelines
- Responsibilities for site security as required
- Work with the Head of Grounds / Lead Estates Supervisor to derive long term and short-term schedules of work
- Undertaking tree maintenance as required
- Ensure the site and working areas are always kept tidy
- Work flexible hours and be available for callouts as required
- Work collaboratively with the wider estates team raising the profile of the team across the school
- Communication as required to all relevant stakeholders



PERSON SPECIFICATION (please amend as appropriate)

	Essential	Desirable
<b>EDUCATION AND QUALIFICATIONS</b>		
Affiliation to a trade body	X	
Certification in weed spraying (PA1/6)		X
Certification/Qualification in the use of chainsaws		X
A valid UK driving license	X	
<b>EXPERIENCE</b>		
Experience of undertaking groundwork and gardening	X	
Experience of undertaking general maintenance tasks in a similar role	X	
<b>BASIC SKILLS AND COMPETENCIES</b>		
A proactive attitude to team working	X	
Ability to work in a team but able to apply own initiative to resolve situations	X	
A good working knowledge of H&S in the working environment	X	
Demonstrable flexibility regarding tasks, appreciating the need to respond to operational requirements and where required working hours	X	
Good physical fitness and the ability to work unsupervised	X	
A strong commitment to Safeguarding	X	
Excellent communication skills	X	

ADMIN

Interview panel for role	Head/Senior Deputy Head/Deputy Head/HoD
JD signed off	DATE