

EMPLOYEE SPECIFICATION
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**SECTION: ALL SCHOOLS MODEL**

**Ravensthorpe CE (VC) Junior School**

**POST TITLE: GARDENER/HANDYPERSON**

**GRADE: 2**

	<b>ATTRIBUTES</b>		<b>RELEVANT CRITERIA</b>	<b>HOW IDENTIFIED</b>	<b>RANK</b>
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Experience of gardening work	Application form/ Selection process	B
		1.2	Experience in the use of garden machinery and equipment, including hand and power tools		A
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Numeracy and literary skills in order to complete records and perform basic calculations	Application form/ Selection process	A
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Knowledge of Health & Safety and how this relates to the post.	Application form/ Selection process	A
		3.2	Knowledge of gardening techniques		B
4.	<b>SKILLS AND ABILITIES</b>	4.1	Practical skills to be able to use a range of hand tools and equipment safely.	Application form/ Selection process	A
		4.2	Ability to follow operators' manuals, complete data sheets and follow instructions.		A
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Willing to undertake an enhanced Disclosure and Barring Service check	Selection Process	A
		5.2	Commitment to on-going personal training and development.	Selection Process	A

	<b>ANY ADDITIONAL FACTORS – Cont</b>	5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	Application form/ Selection process	A
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Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

<b>ES Reference No</b>	OR02
<b>ES Prepared/Amended</b>	JAN 2015
<b>Refers to Estab(s)</b>	Ravensthorpe CE (VC) Junior School