

KIRKLEES COUNCIL

J O B D E S C R I P T I O N

SECTION: ALL SCHOOLS MODEL

POST TITLE: GARDENER/HANDYPERSON

GRADE: 2

1 PURPOSE OF POST

To undertake the up-keep of landscaped areas, flower beds, paths and car park and similar open spaces within School grounds.

To assist the School caretaker in light maintenance duties.

2 KEY AREAS

1. Grounds Maintenance
2. Health & Safety
3. Miscellaneous

1. Grounds Maintenance

- 1.1 Grass cutting, strimming and lawn maintenance activities.
- 1.2 Flower beds and borders maintenance.
- 1.3 Tree management, clearing and thinning.
- 1.4 Leaf clearing and litter picking.
- 1.5 Construction of garden planters tubs etc.
- 1.6 Ensure pathways are cleared of snow and ice and salted as necessary.

2. Health and Safety

- 2.1 Comply with Schools' Health and Safety policies and procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times.
- 2.2 The safe use of tools, equipment and grounds machinery in accordance with operators' manuals and with due regard to Health and Safety and Risk Assessment.
- 2.3 To clean and general maintenance of tools and equipment.

3. Miscellaneous

- 3.1 Carry out your duties with due regard to current and future Council policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Council communications.

KIRKLEES COUNCIL

- 3.2 As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

RESPONSIBLE TO: **Headteacher**

RESPONSIBLE FOR: **N/A**

JD Reference No	
JD Amended On	Updated July 2014
Refers to Estab(s)	Schools

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EMPLOYEE SPECIFICATION

SECTION: ALL SCHOOLS MODEL

POST TITLE: GARDENER/HANDYPERSON

GRADE: 2

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

	ANY ADDITIONAL FACTORS – Cont	5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	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.

ES Reference No	OR02
ES Prepared/Amended	JAN 2015
Refers to Estab(s)	Schools