

# KIRKLEES COUNCIL

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**SECTION:** ALL SCHOOLS MODEL

Ravensthorpe CE (VC) Junior School

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**POST TITLE:** GARDENER/HANDYPERSON

**GRADE:** 2

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**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.

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## 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.
- 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>

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**RESPONSIBLE TO:**      **Headteacher**

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**RESPONSIBLE FOR:**      **N/A**

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|---------------------------|------------------------------------|
| <b>JD Reference No</b>    |                                    |
| <b>JD Amended On</b>      | Updated July 2014 (2022 RJS)       |
| <b>Refers to Estab(s)</b> | Ravensthorpe CE (VC) Junior School |

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