****

**Gardener**

**Job Description**

**Post Title**: Gardener

**Working Pattern**: The post is {**full-time (52 weeks)**}. [Overtime, as agreed in advance with the School will be paid at normal rate or may be taken as time of in lieu as agreed with the Bursar. ]

**Hours: {40 per week (7:00am to 4.00pm**)} [30 min unpaid lunch break (5 weeks paid annual leave - excluding bank holiday and statutory days).

**Location**: Orley Farm School and other sites as required for the execution of duties.

**Responsible to**: Grounds Manager

**Post Objective**: To assist in the maintaining of the School gardens to a high standard of appearance. Undertaking general landscape, gardening maintenance duties involving the use of hand held powered tools and light plant, e.g. mowing equipment, strimmers and hedge cutters.

**Other Considerations:** You will be expected to observe and ensure safe working practices in carrying out the required duties and ensure that instructions are adhered to.

**Duties and Responsibilities**

1. Assisting with general horticultural operations in the preparations and maintenance of landscape features, e.g. tree, shrub and flower planting pruning, weeding, digging, leaf and litter collecting.
2. Preparing, planting and maintaining gardens and landscape features with the grounds maintenance plan and recognised good horticultural practice, in order to ensure a high standard of appearance throughout the year.
3. Preparing plants for ornamental planting areas having due regard to factors including as soil composition, drainage, prevailing weather, location and flowering times, pests etc.
4. Carrying out the daily inspections of hand tools, equipment and reporting any damage to the line manager.
5. Complying with personal responsibilities under the Health and Safety at Work etc. Act 1974 and associated legislation, together with the School health and safety rules.

**Person Specification:**

* Enthusiasm and interest in horticultural work
* Commitment to providing a quality service
* Able to use hand tools
* Able to carry out physically demanding work
* Willing to work outside in all weathers
* Willing to work outside normal working hours if required
* Willing to contribute as a team member

Essential Requirements

* Amentity horticulture NVQ Level 2
* Current full driving licence
* Knowledge of botany, horticulture, plant identification
* Knowledge of job-related health and safety
* Experience of operating hand held machinery