

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

## Job details

Job title:	Gardener
Directorate:	Benthal Primary School
Reporting to:	Headteacher / Business Manager
Grade:	Scale 4

## Job description

Purpose of the post:	<ul style="list-style-type: none"><li>Care for, manage and develop identified garden areas, making them useable for the children and appropriate for curriculum use.</li><li>Ensure that the school grounds and gardens are clean and welcoming.</li></ul>
Main duties and responsibilities:	<ul style="list-style-type: none"><li>Undertake any required tasks in identified garden areas in order for them to be suitable for curriculum use.</li><li>Ensure that all health and safety issues related to identified garden areas are addressed to enable children and staff to use these areas safely.</li><li>Be responsible for purchasing required materials, plants and equipment so the gardens can be cared for, managed and developed effectively.</li><li>Offer support to teachers when they access the identified garden areas by working with the children and sharing skills, knowledge and expertise related to the role of gardener.</li><li>Ensure that identified garden areas are cared for, managed and developed so they can be used to support curriculum delivery and enrichment.</li><li>Work collaboratively with colleagues as part of a professional team, working at all times within the school's policies and procedures.</li><li>Assist in the general efficient operation of the school in areas related to the role of gardener.</li><li>Attend relevant staff meetings, participate in performance management arrangements and undertake training and development activities.</li><li>Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential or sensitive information.</li><li>To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Headteacher / Business Manager.</li></ul>

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This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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General  
requirements:

- Take part in the school's performance management system.
  - Enhanced CRB Check.
  - Strong commitment to furthering equalities in both service delivery and employment practice.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title: Gardener

## Person Specification

[To add extra rows, right-click in the last row and select Insert > Insert Rows Below...]

	Essential	Desirable
<b>Qualifications</b>		
1. Good general standard of education	✓	
2. Qualifications specifically related to horticulture	✓	
<b>Experience</b>		
3. Gardening activities	✓	
4. Issues relating to health and safety in garden areas	✓	
5. Working with children in outdoor areas	✓	
6. Caring for, managing and developing gardens	✓	
7. Working with children to meet the requirements of the primary curriculum using outdoor areas	✓	
<b>Knowledge</b>		
8. Horticulture	✓	
9. Related health and safety issues	✓	
10. Safeguarding children guidelines	✓	
<b>Skills</b>		
11. Ability to identify and order the materials needed to care for a garden effectively	✓	
12. Ability to work as a part of a team and to use own initiative when appropriate	✓	
13. The ability to be flexible	✓	
14. Willingness to undertake training	✓	
15. Ability to undertake all physical aspects of the post	✓	
16. Ability to understand the need for confidentiality	✓	