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| **Job title:** | Gardener |  |  |  |
| **Salary:** | Scale 4 | | | |
| **Term:** | Permanent | | | |
| **Line manager:** | Premises Manager | | | |
| **Supervisory responsibility:** | None | | | |
| **Hours:** | 5 - 20 hours per week (flexible/seasonal) | | | |

**INTRODUCTION**

The information given on this job description is intended to provide an understanding and appreciation of the workload of this particular job and its purpose within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Highbury is a specialist school for children aged between 4-11, all of whom have special educational needs. Highbury is an outstanding school which prides itself on the quality and range of education provided to the exceptional children who attend.

The school has a fantastic outdoor provision which the children know as ‘Garden School’. The garden school is used by all the children across school to support the delivery of exciting lessons.

The garden school is a significant and important part of school life at Highbury School and is an area of the school we are really proud of. The garden school has grown in size and scope over the years. In addition to planting areas (including a poly tunnel), there is an outdoor classroom, mud kitchen, music stage, various habitat houses, den making areas, climbing areas and a pond. We are looking to appoint a skilled and dedicated individual to help us to maintain the space in terms of access, health and safety and to also advise and guide teachers in the growing of various plants (ornamental and edible), get involved in working with children and assist in the use and selling of products.

**PRIME OBJECTIVES OF THE POST**

* Care for, manage and develop identified garden school areas making them safe, accessible and useable for the children and appropriate for curriculum use.
* To work with teachers and children to maintain the garden and to grow seasonal crops.

**RESPONSIBLE TO**

The post holder is directly responsible to the Premises Manager

**MAIN DUTIES AND RESPONSIBILITIES**

* Undertake any required tasks in identified garden areas in order for them to be suitable for curriculum use.
* Undertake any required tasks in identified garden areas in order for them to be presentable.
* Ensure that all health and safety issues related to garden areas are addressed to enable children and staff to use these areas safely.
* Be responsible for purchasing required materials, plants and equipment so that garden areas can be cared for, managed and developed effectively.
* Offer support to teachers when they are working in garden school by sharing skills and knowledge about planting, maintenance and harvesting.
* Work with children to support their understanding of the garden including how to look after it and how to plan and harvest seasonal crops.
* To develop an approach to the selling of produce in a way that involves the children.
* Maintain growing areas on a day-to-day basis.
* Work collaboratively with colleagues as part of a professional team, working at times within the school’s policies and procedures.
* Attend relevant briefings and participate in the school’s performance management arrangements and undertake relevant training and development.
* Maintain confidentiality at times in respect of school related matters and to prevent the disclosure of sensitive information.
* 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 senior leadership team, school business manager and premises manager.

**SAFEGUARDING**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The successful candidate will be subject to an Enhanced Disclosure & Barring Service background check.

**SCHOOL VISION**

At Highbury we work towards a very simple but important aim that during their time at school every child will shine. We want every child who attends our school to have the skills and confidence they need to have a valued voice, to keep themselves safe from harm, to make positive choices and to understand their worth and the contribution they can make to the world.

We want all of our children to feel part of a proud community of pupils, staff and parents who advocate for one another and break down barriers and misconceptions.

We do not limit our influence to the Highbury community and we aim to share our expertise and experiences with other practitioners and partners across Calderdale in order to ensure that the Highbury vision becomes a shared one.

**REVIEW**

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.

**Highbury School Person Specification Post Title: Gardener**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **QUALIFICATIONS/**  **TRAINING** |  | Good standard of education  Qualifications specifically related to horticulture  Forest school qualification | Application form  Qualifications |
| **RELEVANT EXPERIENCE** | Gardening activities  Issues relating to health and safety in garden areas  Caring for, managing and developing gardens  Caring for and managing the growing of plants including those in a polytunnel  Working as part of a team  Managing a pond area | Working with industrial gardening equipment | Application Form  Interview |
| **KNOWLEDGE AND SKILLS** | Horticulture including growth cycles, seasonal growing, recognising plants  Safeguarding children guidelines | Health and safety outdoors  Knowledge of the Eco Schools initiative and how to maintain the school’s Eco schools status | Application Form  Interview  References |
| **SKILLS** | Ability to identify and order the materials needed to care for a garden effectively  Ability to work as part of a team and to use own initiative  Good communication skills which support working to support others  Ability to undertake all physical aspects of the post  Ability to work within a school curriculum to develop garden areas and activities  Ability to understand the need for confidentiality  Ability to act as a positive role model at all times and interact with children in a positive way  Ability to think innovatively    Willingness to undertake training  Ability to show patience and understanding when working with children with a range of disabilities | The ability to be flexible  Willingness to train others | Application Form  Interview  References |