

PRINCE OF WALES PRIMARY SCHOOL

HEAD GARDENER – PART TIME JOB DESCRIPTION

Responsibilities:

To look after the school's flower beds, planters and other environmental areas to provide a pleasant environment and maintain the good image of the school.

Duties:

1. To maintain shrubs and perennials in flower beds and borders, pruning and keeping tidy as required.
2. To plant flower beds and borders ~~with annual plants~~ during spring/summer.
3. To plant and maintain planters and hanging baskets, indoor plant displays (including Christmas trees, foyer), watering and dead-heading as required throughout the growing season.
4. To dig over and mulch planted areas after flowering season to maintain soil quality.
5. To maintain small grassed areas, cutting and strimming as required.
6. To organise composting and watering systems effectively and efficiently (reducing the need to purchase compost bags or wasting tap water)
7. To put together orders for materials, plants, tools and equipment as required. Driving to garden centres to make purchases (having followed the school's ordering procedure and thus having the expenditure authorised in advance) is an integral part of the job so a driver's licence and possession of a car is essential.
8. To advise on planting schemes and designs.
9. To attend meetings of the Environment and Climate Action Teams
10. To work with class teachers and children on environmental projects.
11. To run a weekly Gardening/Eco Club
12. To lead and provide guidance to the Assistant Gardener, ensuring that they are completing all jobs as required and are fulfilling their contracted hours.
13. To liaise with LA Grounds Maintenance Team to ensure that right areas are cut to safeguard areas that are being developed and they gain an understanding what the school is trying to achieve.

14. To work closely with the Site Managers, alerting them if necessary to areas of hard landscaping which need their attention (e.g., removal of moss/leaves) from pathways .
15. To be responsible to Head Teacher and the Environment Team
16. Any other duties within the scope of this role as directed by the Head teacher.
17. To carry out all these duties with due regard to School's policies and procedures and with due regard to the school's Health and Safety policy and the Health and Safety at work act 1994.

June 2022