



Otamatea High School

Te Kura Tuarua o Otamatea

Job Description

Gardener

2018

POSITION: Gardener

RESPONSIBLE TO: Property Maintenance Manager
Principal

FUNCTIONAL RELATIONSHIPS WITH: Grounds Person
BoT Property Representative
Staff

PRIMARY OBJECTIVES:

As the Gardener of this school you are required to meet the following objectives

- To act in a professional manner at all times.
- To regard all matters relating to students, staff and the school as confidential.
- To care for all garden areas to ensure an attractive school environment at all times.
- To complete tasks in a timely manner.
- To carry out such seasonal tasks as may be required.

KEY TASKS:

Maintain all garden areas in a neat and tidy condition in co-operation with the Grounds Person and Property Maintenance Manager

Maintenance of equipment

Professional Training

Line of reporting

Other duties

EXPECTED OUTCOMES:

Gardens are to be maintained to a high standard

Undertake planning, seasonal planting and ongoing maintenance of decorative plants

Gardens to be weeded, cleared of leaf litter, debris and rubbish

Regular watering of raised beds during summer months

Shrubs to be trimmed so that the school is presented in a neat and tidy state

Stormwater drains and grates over water traps within gardens to be checked regularly and cleared if necessary

Use personal protective equipment as and when necessary

Clean all gardening equipment after use

Inform the Property Maintenance Manager if any gardening equipment needs to be replaced, purchased or repaired

Training and professional development to gain qualifications as may be required

To report any concerns to the Property Maintenance Manager, or to the Principal when appropriate

To perform other duties as and when required but within your capabilities

Assist the Property Maintenance Manager and/or Grounds Person in their duties in instances when two people are required

HOURS OF WORK:

Part-time position (8 Hours/1 day per)

7.30am – 4.00pm daily with 30 minutes for lunch

10 minutes for morning and afternoon tea

Days-off by negotiation

HOLIDAYS:

By negotiation. Annual leave is to be taken by arrangement with the Principal and is not limited to the school holiday periods.

CONFIDENTIALITY:

It is essential to understand that any dissemination of information to the public that is confidential to the school may lead to dismissal from employment at the school.

Signed: Gardener

 Principal

 Date