



The Federation of Winklebury Infant and Junior Schools

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April 2017

Dear applicant,

Thank you for your interest in the post of Gardener with handyperson duties as advertised for our Federation.

Winklebury Junior School and Winklebury Infant School form The Federation of Winklebury Infant and Junior Schools and the post offers an exciting opportunity to support, alongside the Site Manager, the continuing development and improvement of the internal and external environments of the site. The Federation operates under the leadership of one governing body and one Head of Federation. Both schools in the Federation are graded 'good' by Ofsted, and staff and other stakeholders work together in a supportive team ethos in an inclusive culture committed to on-going improvement.

Please find enclosed an application form, job description and person specification, a Job Hazard Form and Equalities Policy and Monitoring Form.

You can find out more about the federation on our website www.winkleburyfederation.com. Please come along and visit us to see us in action! We work closely as a staff team and will be pleased to show you around our site.

For your information:

- applications need to be received into school by 12 noon Tuesday 2nd May 2017;
- shortlisting will take place on Tuesday 2nd May 2017;
- shortlisted candidates will be informed as soon as possible after the shortlisting process, in the first instance by phone or e-mail;
- interviews will be held on Tuesday 9th May 2017;
- the interview process will involve a panel interview consisting of a member of the Senior Leadership Team, the Finance and Personnel Manager and the Site Manager.

We look forward to meeting you. If you have any questions about the application procedure please do not hesitate to contact Mrs Debbie Robinson, Finance and Personnel Manager, on 01256 323244 or e-mail debbie.robinson@winklebury-jun.hants.sch.uk

Yours sincerely

Mrs C.A. Clayton
Head of Federation

FEDERATION OF WINKLEBURY INFANT AND JUNIOR SCHOOLS

PERSON SPECIFICATION – GARDENER WITH HANDYPERSON DUTIES

FACTOR	ESSENTIAL	DESIRABLE
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • A minimum of six months gardening experience • Experience of carrying out general maintenance duties in the inside and outside environments • Knowledge of basic garden equipment requirements • Awareness of the need to conform to safe working practices within the health and safety requirements of the federation 	<ul style="list-style-type: none"> • Recent experience of gardening • Recent experience of carrying out general maintenance duties in the indoor and outdoor environments • Experience of basic garden equipment requirements • Experience of conforming to the health and safety requirements of an organisation
QUALIFICATIONS AND ATTAINMENTS		
SPECIAL APTITUDES	<ul style="list-style-type: none"> • Ability to work as part of a team • Ability to take initiative when appropriate • Ability to be professionally discrete and respect confidentiality • Ability to use safely a range of equipment for gardening and general maintenance 	<ul style="list-style-type: none"> • First aid skills • Willingness to undertake training and professional development • Experience of working as part of a team • Experience of taking initiative • Experience of situations requiring professional discretion • Experience of using a range of equipment for gardening and general maintenance
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Good communication skills • Well-developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people • High standards of personal presentation commensurate with the professional expectations of the school environment • Ability to build meaningful, appropriate and consistent relationships with a range of stakeholders • Kind and friendly personality • Calm, patient manner • Enthusiastic and committed • Trustworthy • Ability to be flexible and adaptable 	

**FEDERATION OF WINKLEBURY INFANT AND JUNIOR SCHOOLS
JOB DESCRIPTION – GARDENER WITH HANDYPERSON DUTIES**

The Federation of Winklebury Infant and Junior Schools is committed to safeguarding children and promoting the welfare of children. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection procedures reflect this commitment. All successful candidates will be subject to the Disclosure Vetting and Barring Service and other relevant pre-employment checks.

JOB PURPOSE: To be responsible for the basic maintenance of the federation grounds and carry out minor repairs and/or works in the indoor and outdoor environments.

REPORTS TO: Site Manager
Head of Federation

KEY TASKS AND RESPONSIBILITIES

- Maintenance of the school grounds – ground cultivation, weeding, planting, pruning, watering and the use of insecticide within Hampshire County Council guidelines.
- Maintenance of garden structures.
- Minor works to the indoor and outdoor environments and reporting defects to the Site Manager.
- Support the work of the federation by working alongside the Site Manager and providing help and support for aspects of his work eg. decorating, work at height, locking and unlocking procedures, ensuring the site is safe during inclement weather.

ENTITLEMENT

- The post holder will be entitled to the help and support of the Head of Federation and colleagues in carrying out the duties of the post.
- The post holder will be entitled to indicate their professional development needs to the Head of Federation in accordance with agreed federation policy and procedures.

Signed:(Postholder)

Date:

THE FEDERATION OF WINKLEBURY INFANT AND JUNIOR SCHOOLS

Job Hazard Form

This form highlights hazards related to the role that could pose a risk to the post holder.

Role Title: Gardener with handyperson duties

Manual Handling

This role does not require regular hazardous manual handling operations but if required, training will be provided.

The types of manual handling operation involved in this role are moving garden, office and/or educational equipment, resources and furniture.

These manual handling operations are required on a frequent basis, sometimes daily.

The weights involved in these manual handling operations are up to 5kg. Where heavier weights are required to be moved assistance will be provided.

Display Screen Equipment

This role will not require the postholder to be a Display Screen Equipment User except, if required, to access electronic communications from school.

Job Characteristics

This role involves contact with pupils, parents, governors, staff and visitors to the site, some of whom may have additional needs.

This role also has potential to involve verbal abuse and/or aggression and this is likely on an infrequent basis.

This role may involve evening or early morning work.

Work Environment

This role is carried out in an environment which involves working with electricity, outside and possible lone working on occasions.

This role will involve physical effort, walking, bending, lifting and stretching on a daily basis.

This role may involve exposure to chemicals such as wood preservative, weedkiller.

This role will involve working with general equipment used in the maintenance of the grounds and the internal and external environments of the site including the buildings.

This role may involve needing to visit the first floor of the junior school building. Access to this floor is by stairs only.

Personal Protective Equipment

The post holder is required to wear personal protective equipment provided to include gloves, safety footwear and goggles as relevant to the activity being undertaken.

Driving

This role will not require the postholder to drive their own vehicle for work purposes.

If the postholder does not drive their own vehicle, alternative transport arrangements will need to be made if he/she is required to attend training events and/or meetings relevant to his/her role.

COSHH (Control of Substances Hazardous to Health)

Biological Hazards

It is highly likely that the postholder may come into infrequent contact with people with infections e.g. human blood or human bodily fluid e.g. through clearing litter and debris from the site.

Chemical Hazards

The post holder will come into infrequent contact with chemicals such as wood dust, pesticides and oils which may be harmful.

The postholder is likely to come into contact with noxious substances such as petrol, oils and insecticides.

Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.