



# JOB DESCRIPTION

**Post Title: Assistant Gardener**

## **Job Summary**

To assist in maintaining the gardens to a high standard, and to contribute generally to the work of the maintenance department.

**Accountable to:** Head of Maintenance & Resources

**Line Managed by:** Head of Maintenance & Resources

## **Key Responsibilities**

- To carry out day to day maintenance of the gardens under the supervision of the Head Gardener, including mowing and edging lawns and removing grass cuttings, tending flower beds, clipping hedges and trees, removing litter and sweeping drives and paths and snow clearance in winter. To ensure that areas designated as high priority by the Association are kept to a particularly high standard.
- To assist in the creation of planting schemes alongside the head gardener
- To provide assistance with general maintenance work such as fence and bench maintenance, in particular during the winter months.
- To keep the greenhouses, sheds and surrounding areas clean and tidy.
- To keep all garden machinery, hand tools and furniture in good condition and to report to the Head Gardener on any that are missing or requiring replacement. To report any defects noticed in the Association's buildings, roads, pathways, handrails, fencing and so on.
- To be aware that the Association actively encourages a high level of involvement from residents in the management of their homes and the services provided, and to assist residents to become involved whenever possible.
- To be aware of residents whilst working on site and to call a support worker when their assistance is necessary, for instance if a resident falls or is found collapsed. To be fully confident in the use of the Tunstall call system
- To be aware of the importance the Association places on safety. To fulfill all the requirements of the Association with regard to safe working procedures as laid down in the Health and Safety Policy and to report to the Head of Maintenance on any perceived hazards to staff, residents or members of the general public.
- To undertake all relevant and compulsory training.

**TERMS AND CONDITIONS OF EMPLOYMENT-** A separate contract gives full details

## Competency Framework

The competence framework sets out skills, knowledge and behaviours in four main competence areas, providing a means to assess performance of the above duties and responsibilities.

Competence	Description	Behaviours
Communicating effectively, internally and externally	Engaging in written and oral communication that is clear, transparent, and responsive to the needs, experience and understanding of diverse audiences.	Communicate using appropriate styles, methods and timing to maximise understanding, impact and inclusiveness. Actively seek information from others to understand their needs and encourage them to access relevant information that will help them use services more effectively.
Working as a team	Working effectively with colleagues and using the diversity of the team to create a working environment which helps to achieve optimum performance and success.	Proactively contribute to the work of the whole team. Actively seek input from a diverse range of people. Be open to taking on different roles
Developing skills and knowledge	Keeping up to date with new processes and information in our individual role, seeking opportunities to develop, and taking responsibility for own individual personal development	Identify own skills and knowledge gaps to inform own development and discuss these with line manager Recognise and take time to achieve own learning and development objectives.
Delivering effective performance	Delivering timely performance with energy, taking responsibility and accountability for quality outcomes, and dealing with challenges in a responsive and constructive way	Focus on providing the right solution and keep relevant parties up to date on progress. Take responsibility for the quality of own work and keep line manager informed of how work is progressing. Take ownership of problems, remaining positive and focused on achieving outcomes despite setbacks.