

Brantwood Specialist School

Job Description

Position:	Maintenance Worker /Gardener
Post Reference No:	BS00011
Grade:	5
Responsible to:	Senior Administrative Officer
Location:	Brantwood Specialist School, Sheffield

Job Purpose

To maintain all the School's facilities, gardens, properties, sites and associated sites.

The post holder will be expected to embrace, articulate and work with the School's and Ruskin Mill Educational Trust's objectives, vision, values, purpose and method, ensuring that Ruskin Mill Educational Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the School.

The post holder is to contribute to the whole life of the School, always remembering that our core purpose is to improve the education and lives of the children and young people at the School.

You will be required to carry out your duties at all premises, some of which are located a distance from the main site and at such other places as may reasonably be required.

Evening and weekend working will be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold underpinning values and the philosophy of the School and Ruskin Mill Educational Trust at all times.

Main Duties

1. To carry out all aspects of School maintenance, including residential provision, with the exception of gas and electrical works (unless qualified) as required by the Senior Administrative Officer.
3. To construct office and teaching spaces as required.
4. To carry out repairs to office and domestic furniture.
5. To undertake outdoor building projects.
6. To visit local merchants to obtain materials as required using the School order system.

6. To ensure that all equipment required to carry out the duties of the role is well maintained and properly stored.
7. To maintain the gardens and landscape of the School site to a high standard.
8. To carry out all work with a commitment to maintaining the aesthetic of the School site.
9. To be involved, as requested, in the planning and development of the School gardens/landscape.
10. To carry out maintenance and gardening work in a cost effective way.
11. To provide a work experience placement for pupils in their transition year in support of their educational needs.
12. To comply with the School's Manual Handling Policy and Practice.

General

- To share the School's commitment for promoting and safeguarding the welfare of children and young adults.
- To be responsible for promoting and safeguarding the welfare of pupils, children and vulnerable adults that you come into contact with.
- To follow and promote the Every Child Matters agenda.
- To carry out the above duties in accordance with the School's Health and Safety Policy.
- To actively support and promote equality and diversity throughout the School.
- To work co-operatively with other staff within the School and any of its associated organisations.
- To work with the pupils as and when required.
- To comply with all the policies and procedures of the School as contained in the booklet entitled "Brantwood Specialist School - Pupil Protection Policies".
- To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
- To be responsible for the care of your working area and development for your working area.
- To attend meetings and supervision as required.
- To undertake training and development as required by the School and the Hiram Institute. To be committed to professional self-development, including continuing professional development through participation in-service training as necessary for the successful carrying out of the role.
- To attend mandatory and statutory trainings provided by the School and the Hiram Institute as required.

- To act in a positive and supportive manner at all times projecting a positive image of the School and their associated organisations.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
- May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.

Staff Management and Supervision

The Maintenance Worker/Gardener has no direct staff responsibility.

Liaison

To liaise and co-operate with all staff employed within the School, Transform Residential Limited, Ruskin Mill Educational Trust, parents, pupils, carers, support workers, professional bodies, external consultants, and any outside bodies as and when required.

To liaise with the carers and support workers of each pupil on his or her progress, both educationally and socially.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Manager's Name: _____

Signed Manager: _____

Employee's Name: _____

Signed employee: _____

Date: _____