

**Job Description**

**1.** **JOB DETAILS**

 **Job Title:** Gardener

 **Location:**

 **Team/Directorate: Customer Services**

 **Responsible To:** Court coordinator/Housing Officer

 **Responsible For:** n/a

# 2. JOB PURPOSE

To undertake essential gardening tasks within the Court grounds to ensure that the communal grounds are kept and maintained to a high standard while making sure health and safety procedures and policies are adhered to. To undertake other central tasks to assist the Court Co-ordinator and to maintain confidentiality of the Court and its tenants.

### 3. KEY RESULT AREAS/PRINCIPLE DUTIES AND RESPONSIBILITIES

* Deliver an effective and efficient gardening service within the Court to provide excellent customer service and promote satisfaction.
* Monitor and test gardening equipment and machines in line with Health and Safety Standards to ensure compliance with procedures and industry regulations are met.
* Maintain footpaths and common garden areas and carry out grounds work to a high standard, ensuring cleanliness and safety throughout.

**3.2 Key Performance Indicators**

* **Estate management Inspections**

# 3.3 Key Contacts – Internal & External

# Internal colleagues throughout Cairn

 Tenants

# 3.4 Health & Safety

* Ensure that Health and Safety guidelines and fire regulations are strictly adhered to
* Comply with safe working practices as defined by Cairn Housing Group
* Complete online training as and when required
* Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work
* Report any accidents, incidents or near misses as soon as reasonably practicable.

# 3.5 General

* Be aware of and adhere to Cairn Housing Group policies at all times
* Take part in progress/performance reviews throughout the year
* Cooperate with other Cairn Housing Group departments
* Attend training courses and complete online training modules as required to meet the requirements of the post
* Take responsibility for own personal development, seeking out opportunities to learn new skills
* Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role

**3.6 Other**

* Apply the Cairn Housing Group values and behaviours to every aspect of the role at all times
* Promote and maintain the brand standards of Cairn Housing Group

**JOB TITLE**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications and specific training |  |  |
| Experience |  | 1-2 years experience within a similar role |
| Knowledge | Sufficient knowledge of gardening – planting pruning etc | Health and safety knowledge of tools/machinery  |
| Skills | Manage & Plan own workload | IT & computer literate |
| Personal attributes | Ability to work to own supervision.Awareness of confidentiality.Able to adapt communication to suit audience.Pleasant and curious manner while being able to be empatheticGood communication skills | Have a common sense approach.Resilience  |
| Additional requirements |  |  |

**Job Description and Person Specification Agreement:**

**The above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.**

**Post Holders Signature: Date:**

**Managers Signature: Date:**