JOB PACK

Gardener



Creating homes.
Building lives.

Jigsaw

ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

Holidays:	24 days leave per annum rising incrementally to a maximum of 29 days, plus bank holidays, plus 3 days for Christmas closure (based on a 5-day working week).
Pension:	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme with an 11% combined contribution with the option to increase.
Jigsaw Benefits:	In return Jigsaw Homes Group offer company sick pay, on-site gyms, access to our cash back health plan membership, access to Perkbox, our benefits platform giving you access to hundreds of retail discounts, cashback offers and rewards, enhanced maternity/paternity leave, training/development opportunities plus much more. See the benefits page on our website for more details.

Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a four-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory Training:	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit **www.jigsawhomes.org.uk/dbs** to view the Group's DBS policy statement. Further information about the disclosure can also be found at **www.homeoffice.gov.uk/dbs**
Diversity:	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

JOB DESCRIPTION

OVERVIEW

Joining us means you will be part of an Asset Management department that prides itself on investing in our own people to deliver a first-class property-based service across the Group.

As well as grounds maintenance and estates services, we cover a broad range of disciplines from reactive and planned maintenance to property refurbishments, building safety and compliance.

You will be welcomed into a committed and passionate team, with a key focus on professionalism and working together, to provide an excellent customer experience.

Role Summary

Working as part of a team, you will help enhance our residents' green spaces, creating well maintained, tidy open areas of communal gardens and grassed areas around homes and estates.

From general grass cutting, strimming and upkeep around properties, you will take pride in creating neat and tidy work, providing pleasant areas for tenants to use and enjoy.

You will have a passion for gardening and working outdoors and experience of using gardening machinery.

A full, valid UK driving license is essential.

Responsible to - Assistant Grounds Maintenance Manager and Regional Supervisor

MAIN TASKS OR ACTIVITIES

1. Mowing, trimming and edging all grassed areas around footpaths and flowerbeds.
2. Pruning and trimming of mature shrub beds and trees. Coppicing and thinning ornamental shrubs and trees and staking trees as required.
3. Removal of litter and leaves from all outdoor areas.
4. Prioritise all work and update site attendance records sheets each day.
5. Check and ensure there is a safe working environment for work to proceed, reporting any unsafe conditions.
6. Clear all work areas and remove rubbish after completion of work.
7. Report any instances of property damage.
8. Effectively communicate with other staff members, residents, contractors etc either over the telephone, by e-mail or in person.
9. Assisting other members of the Grounds Maintenance Team when required.
10. Follow all Group policies and procedures in accordance with the role and attend mandatory training when requested to ensure compliance with the Group policies and procedures.
11. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.

12. Carry out any other duties which may be, from time to time, requested by the Grounds Maintenance Manager, Environmental Services Manager, Assistant Environmental Services Manager, Regional Supervisor, Assistant Directors, Chief Executive, Deputy Chief Executive or Group Directors commensurate with the position.

CANDIDATE REQUIREMENTS

Candidate Requirements:	• Qualifications demonstrating good literacy and numeracy skills (e.g. GCSE English & Maths A-D or equivalent) • Sound knowledge and experience in grounds maintenance operations • Awareness of Health and Safety consideration within the industry • Ability to work harmoniously with others, helping to generate a positive team atmosphere • Ability to work under pressure and meet deadlines • Full, valid, UK driving licence

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



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