



## JOB DESCRIPTION

Job Title	Gardener
Responsible to	Grounds Manager
Department	Grounds, Support
Purpose of job and primary objectives	To carry out all aspects of practical amenity horticulture to the highest standards as required by the College and its clients.
Main Duties	<p>To use a high level of horticultural skills in meeting the standards required by the College, including:</p> <ul style="list-style-type: none"> <li>• Grass cutting duties / strimming / hedge trimming / clearing leaves and litter.</li> <li>• Planting out and maintenance of bedding plants.</li> <li>• Shrub-bed planting and maintenance.</li> <li>• Application of chemicals.</li> <li>• Tree care / planting and maintenance.</li> <li>• Soft landscaping.</li> <li>• Interpretation of planting plans and site preparation.</li> <li>• To assist the grounds staff in seasonal duties relating to sport.</li> <li>• To operate and be responsible for machinery in the course of your work and ensure that it is kept in compliance with the Health and Safety at Work Act.</li> <li>• To implement and maintain good relations and best team practises through necessary communication with all College staff.</li> <li>• Ability to work unsupervised within the designated House gardens/school areas that you will become directly responsible for.</li> <li>• Any other duties as directed by management and commensurate with the post.</li> </ul>
Supervisory and managerial responsibilities	None - The post holder will be supervised on a day-to-day basis by the Head Groundsperson and formally managed by the Grounds Manager.
Other responsibilities	None
Knowledge, skills and attributes required	<p>Demonstrable knowledge and experience of gardening and the overall maintenance and upkeep of both hard and soft landscaped areas.</p> <p>Ability to demonstrate a commitment to the improvement and development of the Colleges gardens and grounds.</p> <p>Willingness to undertake further training and learn new skills.</p> <p>Flexible approach to people and work.</p> <p>Willingness to assist colleagues when necessary.</p>

	<p>Have a positive attitude.  Stamina; able to undertake the physical aspects of the post.  Able to work in any location within the College's properties.  Flexible in terms of hours and availability for work.</p>
Education/ Qualifications	<p>A recognised qualification in amenity horticulture or similar discipline (for instance NVQ in Amenity Horticulture at least at Level 2, ideally Level 3, and/or training or certificates in horticulture, garden design and garden machine operation, for instance RHS Level 2 Horticulture, City and Guilds Level 2 in Garden Design.  A strong awareness of Health and Safety requirements in outdoor environments, ideally supported by training or certificates in these areas such as manual handling, first aid or operation of machinery/equipment.  Current, full UK driving licence (desirable) with the willingness and ability to drive a variety of vehicles.  Certificates in such areas as spraying (desirable).</p>
Special working conditions	<p>Hours of work are 40 hours per week, normally to be worked 7am-4pm Monday to Friday with an hour lunchbreak daily, but with the flexibility to do different or additional hours as College or seasonal work peaks demand.</p> <p>The post holder must work in any location within the College properties, as required, to undertake any element of grounds maintenance work.</p> <p><i>The College operates a smoking policy under which, except for a restricted number of designated areas, smoking is not permitted in public areas, teaching or working areas within its sites.</i></p>

This job description is a brief and concise description of the above job.

Date: Jan 2012.

Prepared by Andy Matthews/Maria Hanks.