

# EMMANUEL COLLEGE

**JOB TITLE:** Assistant Head Gardener (Full-time post)

**RESPONSIBLE TO:** Line manager the Head Gardener.

**RESPONSIBLE FOR:** Gardeners and Trainee Gardener

**JOB SUMMERY:** The role of the Assistant Head Gardener is essential for team leadership of the Gardeners in the efficient day-to-day management and up-keep of the College Gardens. A combination of gardening, hard landscaping and technical maintenance skills are required.

## JOB SPECIFICATION

To ensure timely completion of work in accordance with instructions as may from time to time be issued by the Head Gardener, relating to a wide variety of duties which include the following:

1. Supervision and training of gardening staff.
2. Assisting the Head Gardener in designing seasonal planting schemes.
3. Operating garden machinery, such as mowers, sweepers, high lift platform etc., as directed by the Head Gardener.
4. Spraying and Chemical application and maintaining records where appropriate
5. Deputising for the Head Gardener in his absence.
6. Updating the progress of work with the Head Gardener.
7. Planting, maintenance and care of lawns, shrub borders and herbaceous borders in College and outside properties.
8. Upkeep of paths including snow clearing and salting.
9. Cleaning of all machinery after use.
10. Assist in the production of bedding plants etc. Including potting, pricking out and taking cuttings.
11. Routine maintenance of garden furniture, equipment and Garden Department fabric (for example cold frames).
12. Maintenance of tennis courts in summer.
13. Use and care of all hand tools

14. Sweeping etc of gardens, borders, paths and hard surfaced areas (on the College main site and at outside properties)
15. Some weekend duty, if required, ice clearing in winter.
16. Reporting to the Head Gardener any problems concerning the use of machinery and equipment or otherwise which may require attention or maintenance.
17. Hard landscaping such as edging, drainage, laying paths, cobbling and building small garden walls.
18. Chopping fire wood and kindling for use in the parlour.
19. Maintenance of work areas (including kitchen, restroom and toilet) in a clean and tidy condition.
20. Observing at all times the College Equal Opportunities Policy, Computer Acceptable Use Policy, Health and Safety Policy and the College Policy on the application of the Data Protection Act. The contents of these policy documents are explained to staff during their induction to employment and copies are available on request from your Head of Department.
21. Any other duties and responsibilities consistent with the role of Assistant Head Gardener as may be reasonably requested by the Head Gardener from time to time.

#### PERSON SPECIFICATION

- Demonstrate dedication and enthusiasm for horticulture
- Possess a relevant horticulture qualification such as National Diploma or NVQ
- Experience leading and supporting a small team of Gardeners
- Ability to motivate and support the development of a team
- Possess ability to work with a minimum of supervision
- Ability to set and maintain high standards
- Enthusiastic work ethic
- Outgoing personality
- Clear, professional and concise communicator
- Demonstrate a working knowledge of Health and Safety Policies
- Excellent communication skills at all levels