Job Description for – Landscape Gardener

Head of Department – Head Gardener

BACKGROUND INFORMATION – The role of the College Gardeners is essential for the efficient day-to-day management and up-keep of the College Gardens. The Landscape Gardener will support the Head Gardener in a variety of gardening, hard landscaping, and technical maintenance.

SKILLS REQUIRED

- Good knowledge of basic hard landscaping to include paving, fencing, cobble maintenance (install and maintain), drainage and brick edging.
- Good knowledge of gardening.
- Enthusiastic.
- Good communicator.
- NVQ Level 2 in landscaping or equivalent – desirable.
- Full driving licence – desirable.
- Experience in a range of horticultural tasks – desirable.
- Pond management – desirable.
- Small garden construction – desirable.

PRINCIPAL RESPONSIBILITIES

To ensure timely completion of own work in accordance with instructions and guidance issued by the Head Gardener, or in their absence, by the Assistant Head Gardener, relating to a wide variety of duties which include:

1. Operating garden machinery such as mowers, hedge trimmers etc., as directed.
2. Planting, maintenance and care of lawns, shrub borders and herbaceous borders in College and outside properties, including the installation and maintenance of irrigation systems where appropriate.
3. The production of bedding plants etc. including potting, pricking out and taking cuttings.
4. To maintain the existing cobbled hard surfaces within college and replace where appropriate.
5. Use and care of all hand tools.
6. Upkeep of paths including snow clearing and salting.
7. Cleaning of all machinery after use.
8. Routine maintenance of garden furniture, equipment and Garden Department fabric (e.g., cold

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frames).


10. Maintenance of work areas (including kitchen, rest-room, and toilet) in a clean and tidy condition

11. Sweeping etc. from gardens, borders, paths, and hard surfaced areas (on the College main site and at outside properties).

12. Some weekend duty, if required, for example ice clearing in winter.

13. Reporting to the Head Gardener, or in their absence the Assistant Head Gardener, any problems concerning the use of machinery and equipment or otherwise which may require attention or maintenance.


15. Observe the College Health and Safety Policy, Equal Opportunities Policy, the Computer Acceptable Use Policy, the College Social Media Policy and the College Policy on the application of the General Data Protection Regulations, at all times.

16. Any other duties and responsibilities which are compatible with the post of Gardener & Hard Landscaper which may from time to time be required.