Job Description for – Gardener (Part-time)

Head of Department – Head Gardener

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

SKILLS REQUIRED

- Good knowledge of gardening
- Enthusiastic
- Good communicator
- Full driving license – desirable
- Experience in a range of horticultural tasks - desirable

PRINCIPAL RESPONSIBILITIES

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

1. 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

2. Operating garden machinery such as mowers, hedge trimmers etc., as directed

3. The production of bedding plants etc. including potting, pricking out and taking cuttings

4. Use and care of all hand tools

5. Upkeep of paths including snow clearing and salting

6. Cleaning of all machinery after use

7. Routine maintenance of garden furniture, equipment and Garden Department fabric (e.g. cold frames)

8. Preparation and maintenance of tennis courts in Summer

9. Maintenance of work areas (including kitchen, restroom and toilet) in a clean and tidy condition

10. Sweeping etc. from gardens, borders, paths and hard surfaced areas (on the College main site and
11. Some weekend duty, if required, for example ice clearing in Winter

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

13. Chopping fire wood and kindling for use in the parlour

14. 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

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