

Capel Manor College

0.6 Gardener

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Gardener
Scale	Business and Learning Support
Grade	Scale 3 point 14
Responsible to	Grounds and Gardens Manager
Location	Gunnersbury Park
Contract	Part-time, Fixed-term

Key Responsibilities:

The key responsibility of the Gardener is to provide excellent standards of garden maintenance and presentation. The post holder will work as part of a team to maintain the overall appearance of the gardens and that ongoing maintenance is carried out throughout the year. Gardeners will also support students and volunteers who are working in the gardens. Some weekend and out of hours working may be required for this position.

Responsibilities:

1. Undertake the necessary day-to-day duties maintaining and developing the gardens and estates including the historic gardens, walled garden and park land
2. Carry out a range of gardening duties to include forking beds, hoeing, mulching, fertilizing, mowing, strimming and hedge cutting
3. Carry out day-to-day maintenance of fine turf areas including treatment for pests, diseases and weed control
4. Carry out pest and disease control on various plants and herbicide treatments of uncropped and cropped land
5. The seasonal planting of trees, shrubs and bedding plants to a scale plan
6. Assist with transporting, collecting and delivering of sundries, fuel, and general items for the smooth functioning of the College estate
7. Assist with various land-based horticultural and environmental projects (soft and hard landscaping)
8. Participate in regular weekend rotational duties at Capel Manor to include watering, heating ventilation and involvement in weekend events
9. Ensure that the highest standards achievable are maintained in the estate for the education of students and enjoyment of the visiting public
10. Assist the Ground and Gardens Manager with students, apprentices and volunteers to gain work experience, knowledge and skills
11. Be responsible for ensuring that the health and safety of students and volunteers is maintained while assisting with practical work
12. Other gardening duties that may from time to time be required by the Grounds and Gardens Manager
13. Assist in the propagation of plants for plant sales
14. To take part in a rota for turning the compost
15. To assist the Grounds and Gardens Manager with external shows, planning and resourcing

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Level 2 gardening qualification

Experience

- Practical gardening experience required

Skills, Abilities and Knowledge

- Sound plant knowledge
- Able to demonstrate a good range of horticultural practices
- Competent to use ride-on mowers and pedestrian mowers
- Ability to work effectively as part of a team
- Ability to work on own initiative
- Ability to work to tight deadlines and get the job completed on time
- Good interpersonal skills
- Flexible approach to working hours

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required