

## **HORTICULTURALIST/GROUNDSPERSON**

### **Introduction**

Concord College is England's premier international boarding school providing GCSE and A level courses. Set in 77 acres of Shropshire parkland, the College combines outstanding facilities with first-rate academic performance. The College is regularly rated in the top 20 schools in the UK. We also run our own residential summer course programme during the months of July and August. Students are cared for by dedicated staff in a safe and beautiful environment.

The post holder will be expected to contribute to and promote the College's ethos of dedication, decency, trust and mutual respect.

**Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is required including checks with past employers and the Disclosure and Barring Service.**

### **Purpose of the Role**

The post holder will report to the Grounds Supervisor and take direction from the Grounds Manager and perform duties in order to maintain the College's formal gardens, sports pitches, recreational grounds and agricultural machinery and equipment to the highest possible standards.

The post holder will be expected to contribute to and promote the College's ethos of dedication, decency, trust and mutual respect.

### **Main duties and responsibilities include:**

- gardening duties, including digging, forking, mulching, watering, raking, weeding, strimming, edging, pruning, leaf clearing, bed preparation and planting;
- creating planting schemes and undertaking plant care;
- preparing, planting and maintaining rockeries, herbaceous borders and shrubberies;
- assisting in the propagation of plants;
- lawn maintenance and cultivation;
- grass cutting;
- keeping borders, thoroughfares and footpaths clear and free from weeds and litter at all times;
- maintaining cleanliness around the campus and village properties;
- gritting, salt spreading, snow clearing;
- undertaking pothole repairs;
- laying slabs and resettling/pointing of pathways;
- maintaining sports pitches to ensure they are in a playable condition during the school year;
- assisting with initial marking and over-marking of sport pitches, running tracks etc;
- reporting faults and damage to machinery to the Grounds Manager;
- identifying hazards and reporting to the Health and Safety Officer;
- using grounds and garden machinery and equipment within safety guidelines, and cleaning and safely securing the same after use;
- car parking duties, as required;
- attending training, as required;

- assisting with shed construction, erection of fencing, repairs and preservation to wooden structures and outdoor furniture, as and when required;
- assisting the Estates and Maintenance Department, when required and as directed by the Grounds Manager;
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns.

### **Other Requirements**

A qualification in horticulture and extensive plant knowledge is required, together with previous experience in a similar role.

### **Skills and Experience:**

- excellent plant identification and horticultural knowledge with proven skills in plant maintenance (pruning, splaying etc)
- previous experience in a land-based role
- awareness of Health and Safety in using grounds and garden machinery and equipment
- knowledge and experience of maintaining grounds
- experience of landscaping in historic grounds is desirable
- excellent presentation skills and attention to detail
- good organisational skills

### **Personal Attributes:**

- ability to work as part of a team
- ability to work using own initiative and without supervision
- physically fit and energetic
- reliable
- flexible

### **Working Hours**

8am to 4.30pm Monday to Friday with 30-minute lunch breaks and two 15-minute tea breaks (37.5 hours per week).

### **Rate of Pay**

Negotiable, depending on qualifications, skills and experience

Lunch is provided in the dining room at no charge, whilst the kitchen is in operation

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College. However, duties will not be assigned which the post holder cannot reasonably perform or which fall outside the range of his/her normal skills and experience.

BMB-D/RCP/PH/Nov 17