SEVENOAKS SCHOOL

JOB DESCRIPTION

Gardener

The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts. The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 360 pupils board in the seven boarding houses, and students originate from some 45 countries worldwide.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has around 200 teaching staff, well supported by a large number of ancillary staff. A professional pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere. Further information about the school can be found at: www.sevenoaksschool.org

The Role

The Estates department is looking for a qualified and self-motivated, fast-working and efficient Gardener.

This is a varied role which will involve assisting with the maintenance and development of the gardens and grounds on all school sites.

Reporting to

The Gardener will report to the Head of Grounds & Gardens.

Responsibilities

- Prepare grounds for the planting of trees, shrubs and herbaceous plants.
- Carry out horticultural operations, such as planting, pruning and maintenance of trees, shrubs and herbaceous plants.
- Maintain borders, ponds, hedges, fences, walls, paths, roadways and woodlands.
- Carry out horticultural operations on lawns with the use of pedestrian and ride-on equipment to scarify, aerate, top-dress, over-seed, lift and lay turf, feed, irrigate and cut.
- Clean drives and pathways of debris, litter picking, clearing snow and applying grit salt as required.

- Safely use, maintain and clean horticultural equipment including hand tools, strimmers, hedge-cutters, pedestrian and ride on mowers, scarifiers, aerators, tractors and any other machinery required to undertake allocated tasks.
- Work in a tidy and safe manner.
- Follow departmental and school policies.
- Periodically assist with non-gardener tasks within the school, e.g. maintain and prepare the sports pitches, grass cutting, line marking and erecting sports equipment as directed by the Director of Property or Head of Grounds & Gardens.
- Undertake other duties that are required and are commensurate with the grade of the post.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

Person Specification

The successful applicant must be able to:

- work on own and as part of a team.
- use own initiative.
- self-motivate.
- be adaptable and,
- be willing to undertake tasks to given time constraints.

Special Role Requirements

- will be required to work out of doors in all weather conditions.
- at times the role may require heavy lifting.
- will be required to use machinery e.g. hedge cutters, strimmers, lawn mowers, tractors etc.

Experience / Qualifications

Previous experience of working in a school is not a requirement, but would be advantageous.

This role is for a qualified gardener. The successful applicant will need to demonstrate that they have the appropriate NVQ level 2 qualification in Horticulture, a full driving licence as well as previous experience in maintaining large or historical gardens.

Working Hours

The basic hours are 40 hours per week made up of 08:00 - 16:30 Monday to Friday. Working up to 12 Saturday mornings per year, 8:00 am till 1:00 pm.

Salary & Benefits

- The salary offered is up to £24,000 p/a.
- A free lunch is available during term-time.
- Free membership of the school's fitness centre.
- 33 days paid holiday per calendar year, including statutory English public holidays as of 01 January 2020.
- The job holder can choose to join the school's defined contribution pension scheme.
- Cycle to Work scheme.
- Voluntary Benefit scheme.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role. We also reserve the right to contact any previous employers for a reference.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.

Application

If you wish to be considered for this role, please complete the online support staff application form on our school website at http://www.sevenoaksschool.org/support-vacancies/. The form must be completed in full and submitted electronically. CV's can also be submitted but cannot replace any information on the application form which should be submitted in full.

The school retains the right to interview suitable applicants and appoint before the deadline.