



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Head Gardener Candidate Information Pack



INTRODUCTION

The Estates department is looking for an experienced and self-motivated, fast working and efficient Head Gardener. This is a varied role which will involve leading a team with the maintenance and development of gardens and grounds across our four school sites.

This role will carry out general garden and maintenance work involved in all aspects of our grounds. Your range of tasks includes managing and working alongside your team for design and planning, planting and growing plants, some from seed, purchasing plants, managing pests and keeping the area generally well maintained.

This role will work in conjunction with the estates team and report to and support the grounds manager in day to day activities. This role would suit someone with gardening experience and background who thrives on a busy and varied work load.

Key facts about the role:

Contract Type

PERMANENT, FULL TIME

Reporting to

GROUNDS MANAGER

Pension

CONTRIBUTORY STAKE-HOLDER PENSION SCHEME

Holidays

25 DAYS ANNUAL LEAVE PLUS STATUTORY BANK HOLIDAYS, PLUS AGREED DAYS OVER THE CHRISTMAS AND NEW YEAR PERIOD

Hours

40 HOURS PER WEEK (THAT COULD INCLUDE SATURDAYS)

Salary

COMPETITIVE

THE FOUNDATION

The Mill Hill School Foundation Ethos

The Mill Hill School Foundation educates boys and girls from 3–18, seeking to equip them for life, both now and in the future.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen. We seek as a Foundation to instil a love for learning which will last a life time whilst balancing this with a readiness to embrace change.



JOB DESCRIPTION

Key Responsibilities

- Prepare grounds for the planting of trees, shrubs and herbaceous plants
- Carry out a varied range of horticultural operations requiring minimum supervision and using own initiative, such as; weeding, digging, edging, seed sowing, planting, bed preparation, 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, strimmer's, 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
- Undertake other duties that are required and are commensurate with the grade of the post
- Lead a team around the schools gardens
- Assist in the redesign of the schools formal gardens
- Present the schools gardens and lawns at all times
- Assist in the teaching and developing of staff and training the apprentices

Security

- Challenge any unknown person seen on site
- Monitor visitors/contractors working on site. Ensure they comply with any checks before commencing work

Health and Safety

- To ensure sound Health and Safety practices are being adhered to providing a safe working environment for everyone working or using the gardens
- Manage risk assessments of gardening operations
- The safe use of pesticides and other treatments in line with COSHH regulations



PERSON SPECIFICATION

Essential requirements

- Recognisable qualifications
- Good time management
- Good interpersonal and communication skills
- Professional manner and approachable
- Sound organisational, prioritising and time management skills
- Excellent attendance and punctuality
- Excellent attention to detail
- Tree, shrub and plant identification
- Ability to identify diseased trees and invasive and non-native plant species
- Practical experience in maintaining large gardens
- Spraying certificates PA1, PA6A
- Good plant ID skills
- Knowledge and ability of seasonal garden pruning
- Experience in a range of garden related machines and tools
- Flexible approach to working hours
- Full driving licence

Special role requirements

- Will be required to work out doors in all weather conditions
- At times the role may require heavy lifting
- Will be required to use machinery e.g. hedge cutters, strimmer's, lawn mowers and tractors

Desirable requirements

- Previous experience of working in a school is not required, but would be advantageous. However lack of experience should not discourage good applicants from applying for the position
- The successful applicant will need to demonstrate that they have the appropriate NVQ level 3 qualification in horticulture (or equivalent qualification), as well as previous experience in maintaining large or historical gardens
- Chain saw CS30 and CS31



HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**, Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **applications@millhill.org.uk** as soon as possible.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



Instilling values, inspiring minds
millhill.org.uk



Mill Hill School
The Ridgeway
Mill Hill Village
London NW7 1QS

020 8959 1221
millhill.org.uk

Follow us
@MillHillSenior

