



Mill Hill
EDUCATION GROUP

HEAD GARDENER

Candidate Information Pack

Instilling values, inspiring minds

INTRODUCTION

The Estates Department is seeking an enthusiastic, experienced, and highly motivated **Head Gardener** to lead the maintenance and development of our beautiful gardens and grounds across four prestigious school sites.

This is a rewarding and varied role that combines hands-on horticultural work with team leadership and creative input. You'll be responsible for overseeing all aspects of the gardens—from design and planting to seasonal maintenance, pest management, and the ongoing enhancement of our outdoor spaces. Working closely with the Estates team and supporting the Grounds Manager, you'll ensure that every area reflects the highest standards of presentation, sustainability, and care.

We're looking for someone who takes pride in their craft, enjoys mentoring others, and thrives in a dynamic environment where no two days are the same. If you have a strong horticultural background, an eye for detail, and a passion for creating inspiring landscapes, we'd love to hear from you.

Closing date for applications: 9:00am on Tuesday 13 January 2025

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Contract Type

PERMANENT – FULL TIME

Salary

UPTO £42,500 (DOE)

Hours

40 PER WEEK (THAT COULD INCLUDE SOME SATURDAYS)

Reporting to

GROUND'S MANAGER

Benefits

CONTRIBUTORY STAKE
HOLDER PENSION SCHEME

Holidays

25 DAYS PER YEAR PLUS
BANK HOLIDAYS. WE ALSO
PAY AGREED DAYS OVER
CHRISTMAS AND NEW YEAR.

Other useful information

DRIVERS LICENCE ESSENTIAL

Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



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, overseed, 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
- Cover for the Ground Manager in his absence

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



Personal Specification

ESSENTIAL

- 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

DESIRABLE

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

- 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 complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Tuesday 13 January 2026**.

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.

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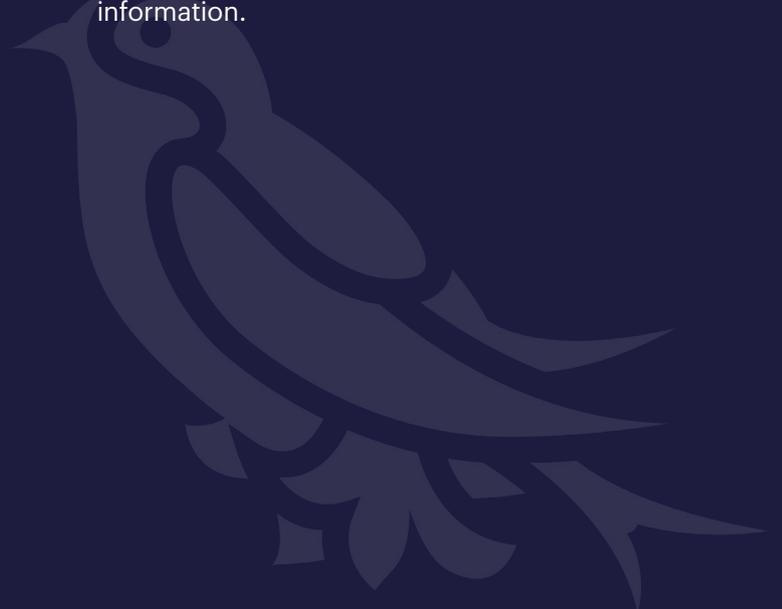
The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group 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 Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community. Any offer of employment will be subject to satisfactory DBS checks and the production of documentary evidence showing your entitlement to work in the UK.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



Instilling values,
inspiring minds.



The Mill Hill Education Group is the brand name for The Mill Hill School Foundation.
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