



JOB DESCRIPTION

Head Gardener

Department	Grounds
Line Manager	Grounds Manager

Role:

To work on the maintenance of the grounds and gardens of St Paul's School and St Paul's Juniors and the schools off campus estate. To present the grounds to a high standard.

Main duties and responsibilities:

- Implement seasonal planting schemes as directed by the Grounds Manager.
- Implement and design new planting schemes with help from the Grounds Manager.
- Support the Deputy Grounds Manager & the team in the upkeep of the School grounds and gardens and local School properties.
- To ensure all tasks are carried out safely and effectively with due regard to Health and Safety for yourself, staff, pupils and visitors as directed by the Grounds Manager.
- To operate machinery in a safe and effective manner in accordance with the operators' manuals with due regard to Health and Safety instructions and Risk Assessments.
- Ensure the security of the outbuildings/pavilions/garages where equipment is stored, remembering to unlock and lock at the appropriate times.
- Apply chemicals if suitably qualified when and where necessary, and to be aware of the Health and Safety issues concerning the use of the chemicals and their storage.
- Be responsible for keeping the site clean and free from rubbish and debris, and leaf clearing as required.
- Ensure gardens are well kept and prepare ornamental features, as directed.
- Carry out routine maintenance on horticultural equipment, as required.
- Keep roads and pathways clear of snow and treat with rock salt as required.
- Ensure proper use of equipment.
- To assist in the use of the following materials:
 1. Soils & sands
 2. Soil improvement materials
 3. Herbicides/Insecticides/Fungicides
 4. Petrol & Diesel Fuel
- To work outdoors on the grounds except when weather conditions are such that outside work is impossible. Work will then be carried on inside garages and pavilions.
- Oversee and organise the day-to-day work of the gardeners, and plan and design any projects.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

St Paul's School Vacancies



Person Profile:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A valid driving licence 	<ul style="list-style-type: none"> RHS Level 3 Certificate PA6A Safe Use of Hand-Held Applicators and PA1 Safe Use of Pesticides
Experience	<ul style="list-style-type: none"> Minimum of 5 years related experience. Have experience in all aspects of pruning and caring for shrubs and perennials Presentation and attention to detail Ability to create and implement garden design 	
Abilities	<ul style="list-style-type: none"> A continued interest in new advances in the field of grounds and gardens Willing to advise on and take part in regular formal training in manual handling, working at height and risk assessment and other training courses which might benefit the good running of the department. Ability to work across operational spectrum to establish excellent working relationships. Flexible approach to working methods and ability to work to deadlines as required by the school 	<ul style="list-style-type: none"> A detailed understanding of the relevant Health & Safety Regulations
Skills	<ul style="list-style-type: none"> Excellent interpersonal skills 	

Hours of work:

The hours of work are Monday to Friday 7:00 am to 3:00 pm with flexibility required on occasions to cover specific events. A rota system is in operation to cover weekends.

Holidays:

25 days plus 8 Bank Holidays per annum.

NB: The School normally closes for a period over Christmas, the dates of which are agreed by the Executive Team every year. This closure period may result in additional non-working days, however this is non-contractual and does not affect annual leave entitlement.

Salary:

Competitive plus benefits.

St Paul's School Vacancies



Benefits

- After one years' service, part remission of fees at St Paul's School / St Paul's Juniors for children of employees (subject to competitive entry procedures). Please note that remission of school fees is not a contractual entitlement. The Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Free daily hot lunches provided in the school dining hall, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.
- Free parking on site.
- St Paul's employee bicycle scheme, whereby a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the school to the value of £500.
- Use of sports facilities, including swimming pool and gym, and use of staff changing rooms.
- Stakeholder Pension Scheme.
- Death in Service benefit.
- Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.
- Policy for funding external professional development, and reimbursement of relevant professional membership fees.
- After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment

August 2023