



# DEAN CLOSE FOUNDATION

<b>Post:</b>	Senior Gardener
<b>Line Manager:</b>	Head of Grounds Care
<b>Hours of Work:</b>	40 hours per week (08:00 – 1630hrs Mon-Fri including a 30-minute unpaid lunchbreak)
<b>Salary:</b>	£23,000 - £25,000 per annum depending on experience
<b>Start date:</b>	October 2021

## The Role

Reporting to the Head of Grounds Care, the Senior Gardener will fulfil a supporting role for the Head of Grounds Care in developing and managing the Garden Team.

They will assist in managing the daily delivery of general gardening and external area maintenance at Dean Close Schools, Cheltenham and associated nurseries. The role focuses more on the maintenance and development of the school's gardens, but the person may also assist with maintenance of the grass and artificial sports pitches.

The role requires independent and team working in order to provide the following: gardens and grounds in good and safe condition and maintenance of the equipment necessary to deliver these services.

Specific responsibility for the training of any apprentice or trainee and leading a small gardens team on the ground.

It is essential to recognise that providing the best possible educational environment in line with the ethos of the Dean Close Foundation is at the heart of this role. A flexible, diplomatic approach when liaising with academic and residential staff is important, for example by giving adequate notice when requesting access to public and private spaces.

This role is subject to DBS clearance and adherence to the school safeguarding and other policies.

## Duties

- Assist with the development and improvement of existing or new garden areas
- As required assist routine preparation and maintenance of a range of sports and amenity surfaces as detailed on work schedules
- Set up amenity surfaces and sports pitches
- Undertake minor construction and landscaping work
- Ensure standards of work are maintained and tasks completed
- Ensure vehicles and equipment are regularly maintained in accordance with routine operating requirements
- Participate in performance appraisal reports as required
- Participate in continuous professional development, attending training courses as necessary in support of the role and responsibilities, and as agreed annually at appraisal
- Have a working knowledge of the Health and Safety regulations in the area of responsibility; Promote and adhere to safe working practices at all times

- Ensure that all tasks are carried out while wearing uniform and the correct PPE
- Support the efficient use of resources and make suggestions for improvement
- Any other duties which fall within the spirit of this job description, whether within the estates department or across the wider campus, and as directed by the Head of Grounds Care or Operations Bursar.
- The tasks of the Senior Gardener include but are not limited to:
  - Leading a small team of gardeners, assist with planning of work tasks
  - Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting
  - Lawn maintenance and cultivation
  - The use and maintenance of hand tools and basic light machinery
  - The use of cylinder and rotary mowers, strimmer's, leaf blowers
  - Adjustments of mower height and quality of cut. Oil level checks and checks for damage to any mower
  - Ensuring all equipment, machinery and buildings are secure
  - Keeping the tool shed/equipment room clean and tidy
  - Keeping the borders, thoroughfares, and highway footpaths clear and free from litter at all times
  - Emptying litter bins around the school
  - Responding to emergency calls
  - Carrying out gritting, salt spreading, snow clearing around the schools and nurseries
  - Preparing and planting rockeries, herbaceous borders and shrubberies
  - Carrying out car parking duties as required
  - Assist grounds department in preparing and repairing sports pitches

#### Person Specification

- Practical experience (at least 3 years) in supervising a small gardens team supported by relevant industry recognised horticulture qualification
- Hold a Pa1, Pa6 & Pa2 Qualification
- Good plant knowledge and management of plants in the garden landscape
- Good organisational skills
- Inter-personal skills for communicating with academic staff, contractors, support staff and departmental personnel
- Able to work independently and reliably with no supervision
- Fit and in good health, able to lift, climb ladders and work at height
- Holding a valid full driving licence
- Formal training in manual handling and working at height will be provided along with any specialist training
- Excellent time management skills

#### Terms and Conditions

- 20 days annual holiday per year, (rising by 1 day per complete year to a maximum of 25 days)
- Annual leave will not be approved ahead of any significant events nor one week before and one week after term dates.

- Holidays are to be taken in agreement with the Head of Grounds Care. Bank Holidays may be taken, except where they fall within term-time, in which case these are normal working days with a day off taken in lieu
- A free school lunch is available during term time
- Members of staff can use the sports facilities (at staff allocated times)
- After the statutory probationary period, staff can join the Dean Close Staff Pension Scheme

All staff are expected to

- Work towards and support the Dean Close Foundation vision and ethos.
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

How to Apply

Please use TES Quick Apply or complete the Dean Close Foundation application form. Any queries regarding the role should be submitted to [recruitment@deanclose.org.uk](mailto:recruitment@deanclose.org.uk)

*The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*