



Job Description

Post title: Apprentice Gardener	
Department: Grounds & Gardens	Date compiled: February 2026
Salary: Meets National Minimum Wage	Hours per week: 40 Weeks per year: 52 1.0 FTE

Immediate line manager: Richard Dexter, Head of Grounds & Gardens

Designation and grade of any staff line managed by the post holder:

- *n/a*

Job purpose:

- To work as part of a team to maintain and prepare all aspects of the School's Gardens and surrounding areas.

Principal duties and responsibilities:

The role may encompass all the following duties. The exact duties and responsibilities and balance of workload will be determined in discussion with the post holder's line manager.

Principal Duties:

- Weeding, planting, pruning, mulching, watering and deadheading.
- Prepare soils, beds and borders for seasonal planting.
- Lawncare, such as mowing, edging and turf maintenance.
- Use and maintain hand tools and small machinery safely (e.g., secateurs, strimmer's, hedge cutters mowers).
- Working with various types of equipment and machinery.
- Undertaking general maintenance of equipment as directed.
- Maintain awareness of health and safety and report any concerns or take corrective action if appropriate.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have a contractual effect.



All staff are expected to comply with the School's Health and Safety policies in the performance of their duties.

Training:

To complete NVQ level two in horticulture, via a recommended training provider. Also, complete PA1 and PA6 spraying certificates.

Hours/weeks worked:

40 hours per week, 8.00am to 4.30pm, over five days, Monday to Friday, with an unpaid half hour lunch break.

There may be the need for a small amount of seasonal flexibility around these core hours, at the discretion of the Head of Grounds & Gardens.

During certain times of the year, there will be a need for overtime to be worked, which will be either paid or time taken off in lieu.

Holiday

28 days' annual leave inclusive of bank holidays. Holidays to be agreed by the Head of Grounds & Gardens. Timing will depend very much on the needs of the School and of OSEL.

Job description drawn up by	Richard Dexter	Date: February 2026
Approved for department by	Human Resources	Date: February 2026