

SEVENOAKS SCHOOL

JOB DESCRIPTION



Gardener





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

Sevenoaks is one of the world's most successful IB schools, and is the top-performing fully co-educational IB school in the UK. In 2018 Sevenoaks was, for the second time in ten years, named The Sunday Times Independent Secondary School of the Year. Its students' achievements have been awarded the rare accolade of 'Exceptional' by the Independent Schools Inspectorate (ISI).

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has over 150 teaching staff, well supported by a large team of professional administrative and technical staff. A strong pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere.

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings, is

beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first-class resources and facilities, including a superb sports centre, The Sennocke Centre, and a state-of-the-art performing arts centre, The Space, which provides four outstanding venues for music and drama. A new world-class Science & Technology Centre and a Global Studies Centre for Sixth Form study opened in 2018. An additional boarding house for boys, a beautifully designed building on the western side of the campus in a landscaped area, was completed in summer 2019.

The school's strategic plan Horizon 2020 (<http://inspire.sevenoaksschool.org/our-priorities/>) is reaching fulfilment, and the school is now working on its successor Horizon 2032 (which will mark the 600th anniversary of the school). This next stage in the ambitious development of the school will seek to strengthen the school's position at the forefront of education in a rapidly changing world, focussing on how to make a broad, deep and sustainable impact on the local, global and digital community.

The school has significant and growing connections with schools in the state sector, both at primary and secondary level. These, and other community service activities, are part of the educational ethos and curriculum of the school, for pupils, teachers and non-teaching staff. The school hosts a large number of activities for visiting local schoolchildren, and provides training and networking events for teachers. There are numerous sporting, musical, drama and other activities, aimed at pupils, parents and members of the public. Out of term time, in addition to continuing with some of the outreach and



community activities, the school also offers additional day and residential programmes to its own and other pupils and may also hire out its facilities from time to time to other organisations. In particular the sports and performing arts centres are used to generate commercial revenue in addition to being major educational facilities for the school. All of these activities in addition to the lively day to day academic life of the school ensure that excellent use is made of the assets and facilities.

Further information about the school can be found at: www.sevenoaksschool.org

The Role

The Estates department is looking for an experienced and self-motivated, fast-working and efficient Gardener.

This is a varied role which will involve assisting with the maintenance and development of the gardens and grounds on all school sites.

Reporting to

The Gardener will report to the Head of Grounds & Gardens.

Responsibilities

- prepare grounds for the planting of trees, shrubs and herbaceous plants
- carry out horticultural operations, such as planting, 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, strimmers, 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 as directed by the Director of Property or Head of Grounds & Gardens
- undertake other duties that are required and are commensurate with the grade of the post.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

Person Specification

The successful applicant must be able to:

- work on own and as part of a team
- use own initiative
- self-motivate
- be adaptable and
- be willing to undertake tasks to given time constraints.



Special Role Requirements

- will be required to work out of doors in all weather conditions
- at times the role may require heavy lifting
- will be required to use machinery e.g. hedge cutters, strimmers, lawn mowers, tractors etc.

Experience/Qualifications

Previous experience of working in a school is not a requirement, 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 2 qualification in Horticulture (or equivalent experience), a full driving licence as well as previous experience in maintaining large or historical gardens.

Working hours

The basic hours are 40 hours per week made up of 08:00 - 16:30 Monday to Friday. Working up to 12 Saturday mornings per year, 8:00 am till 1:00 pm.

Salary and Benefits

- The salary offered is up to £23,000 p/a
- A free lunch is available during term-time
- Free membership of the school's fitness centre.
- 33 days paid holiday per calendar year, including statutory English public holidays as of 01 January 2020.
- The job holder can choose to join the school's defined contribution pension scheme.
- Cycle to Work scheme
- Voluntary Benefit scheme

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role. We also reserve the right to contact any previous employers for a reference.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.

Application

If you wish to be considered for this role, please complete the online application form. The form must be completed in full and submitted electronically. CV's should also be submitted but the CV cannot replace any information on the application form which must be submitted in full.

Please contact the HR Office at humanresources@sevenoaksschool.org or telephone 01732 467 740 if you have any questions about a completed application.