



## JOB DESCRIPTION

**1. Date produced/reviewed/by: 13/09/2021 (Head of Gardens & Grounds)**

**2. Position Title: Senior Gardener (Plants & Trees)**

**3. Overall scope of the post:**

Founded in 1866 Trent College is a leading co-educational school and occupies a prominent site of approximately 42 acres on the edge of Nottingham. As well as a senior school, on site there is a junior school, the Elms, which shares the school's facilities and operational services. At present there are approximately 1200 pupils on the campus from the age of 6 weeks to 18 years. In addition to the school's own requirements the facilities are at times used by outside organisations as part of an ambitious commercial lettings programme.

Working as a fully 'hands on' member of the Gardens & Grounds team the Senior Gardener (Plants & Trees) will maintain and enhance all planted areas across the school estate to the highest of standards. The Senior Gardener (Plants & Trees) will also be responsible for maintenance and enhancement of the schools historic Arboretum (Tree Collection) and a range of parkland, lawn and domain areas.

It is stressed that this is an all-year round, highly manual, outdoor role. It is also stressed that only those with a significant interest and experience in plants, trees and gardening should apply. The focus of this role is the manual maintenance of planted areas and trees.

**4. Responsibilities, tasks and duties:**

### **General Approach and Outdoor Maintenance**

It is stressed that this is an all-year round, highly manual, outdoor role. The Gardens & Grounds team have a significant responsibility to maintain all outdoor areas to the highest possible standards. The Senior Gardener (Plants & Trees) will always demonstrate a strong work ethic, take a keen interest in the life of both Trent College and the Elms and possess a strong desire to please at all times. Both the Director of Operations and Head of Gardens & Grounds are committed to delivering the highest possible standards of outdoor presentation, creativity and maintenance across the historic school estate. Outdoor maintenance in all seasons can be demanding therefore the Senior Gardener (Plants & Trees) must be willing to work in all weathers. The clearing of snow and ice and gritting is an essential part of the role and working in the rain and cold weather is common.

### **Gardens**

The Senior Gardener (Plants & Trees) will take a keen interest and in many cases oversee the maintenance and development of all external areas. All plants and planted areas must be provided with the appropriate seasonal care they require to remain healthy and vigorous. It is therefore essential that the Senior Gardener (Plants & Trees) has an excellent knowledge of plant reproduction, transplantation and cultivation techniques. More general gardening tasks will include pruning, weeding, lawn mowing and edging, path and road maintenance, sweeping, leaf and debris clearing, pond maintenance and hedge cutting. The use of chemicals and specialist equipment will be common, machine operation skills and basic mechanical knowledge are essential. The Senior Gardener (Plant & Trees) will pass on knowledge gained through training and experience to team members.

### **Sporting Surfaces**

At times, the Senior Gardner (Plant & Trees) will be required to assist in the maintenance of sporting surfaces both natural and artificial. In turn, the Senior Grounds Person will, at times assist as required with elements of garden, arboretum and domain maintenance and landscape projects. Teamwork and assisting one and other work are essential.

## **Arboretum & Domain**

The Senior Gardener (Plants & Trees) will be responsible for the day-to-day maintenance and development of the famous Trent College Arboretum (Tree Collection). The Senior Gardener (Plants & Trees) will be interested in trees and domain areas and recognise their importance to the school estate. Such areas do however require significant maintenance. Tasks will include pruning, liftings, pollarding, weeding, leaf clearing, strimming, mowing and replanting. Contractors are used for larger works however the willingness to use or be qualified in relevant equipment including chainsaws is essential. The Senior Gardener (Plants & Trees) will also act as a key liaison point from the Curator of the Arboretum who is a volunteer.

## **Outdoor Projects (Landscaping, Construction & Heavy Surface Maintenance)**

The Senior Gardener (Plants & Trees) will take a keen interest in all outdoor projects. The school estate is ever developing and changing and at times the Gardens & Grounds team is required to work fast to redevelop and improve external areas. The Senior Gardener (Plants & Trees) will be required to assist with outdoor development projects. Tasks are likely in slabbing, surfacing works, basic brick / block laying, installation of water features, trench digging and backfilling, structure construction and fencing. At times the Senior Gardener (Plants & Trees) will be required to design new external schemes.

## **Assistance to other departments**

The Senior Gardener (Plants & Trees) will willingly assist all other operational departments as required. Such assistance may include but will not be limited to assistance with building refurbishments and upgrades, the setting-up and clearing down of school events, waste and recycling management, traffic control and security duties.

## **All other duties**

The Senior Gardener (Plants & Trees) will always practice confidentiality and discretion and have awareness of the Data Protection Act. All employees have a duty to carry out any other duties the school may reasonably require from either orally or in writing.

## **5. Health and Safety:**

As required by the Health and Safety at Work Act 1974, Trent College is committed to ensuring the health and safety of all who learn, work, live and visit the school. All safety instruction must be obeyed and required training undertaken. All accidents and near misses must be reported and recorded within a standard Trent College accident book, which is available in all areas. Should medical assistance be required on site, please contact the medical centre directly on extension 6999 or find your nearest first aider. If deemed necessary, please do not hesitate to dial (9) 999.

## **6. Professional Development:**

The post holder is required to maintain and develop their professional knowledge to the highest of standards, keeping abreast of technical developments and best working practice. Such knowledge will be gained by reading trade journals and attendance to regulatory training and courses as instructed.

## **7. Line Management:**

The Operations Department which includes Building Services, Gardens & Grounds, Catering & Hospitality, Domestic Services, Security, Safety, Transport, Commercial Activities / Lettings & Reception is under the overall leadership, management and control of the Director of Operations.

The Senior Gardener (Plants & Trees) reports directly to the Head of Gardens & Grounds who is directly responsible for the Gardens & Grounds team. The Head of Gardens & Grounds is responsible for the quality of work, safety, motivation, discipline, and training of the outdoor team. At times, day to day supervision of team members will be delegated to either the Senior Gardener (Plants & Trees) or Senior Grounds Person dependent on the task to be completed. It is important that the Senior Gardener (Plants & Trees) has the confidence to supervise peers and feedback on elements of work and performance as required.

## **8. Working Hours / Shift Pattern:**

Monday to Friday:                      0800 - 1230                      1330 - 1700

A one-hour, unpaid lunch break is to be taken between 1230 and 1330.

Weekend work will be common (mainly Saturdays) and will be allocated on a rote basis (roughly one in three).

The core duties attached to this role are between the hours of 0800 - 1700. Any variation is unlikely and will only be made after discussion with the Head of Gardens & Grounds. A flexible approach to working hours is not permitted.

The Senior Gardener (Plants & Trees) will be required to work each year on the school annual Speech Day.

#### **9. Holiday Entitlement:**

5 weeks per calendar year, plus statutory Bank Holidays. A minimum of two weeks' clear notice must be given for any request and line managers do have the right to reject any request in line with business requirements.

#### **10. Job Specific Requirements:**

The role would suit an individual with a good experience, interest and preferably qualifications in horticultural and arboriculture. Experience of outdoor work is essential as is a willingness to undertake demanding outdoor work all year round in all conditions. It is once again stressed that this is a gardening (Plants & Trees) focused role. Only those with a keen interest in all areas of this job description should apply. Those from a landscaping background may also be considered. The ability to work as part of and at times supervise a small team is essential. The post holder will be expected to take a keen interest in all aspects of life at both Trent College and The Elms.