



### **Job Description – Lead Gardener**

- Aim:** Reporting to the Head of Grounds and Gardens you will be responsible for the design, implementation, upkeep and maintenance of gardens and flower beds within the grounds, ensuring the highest standards are maintained at all times.
- Reports to:** Head of Grounds and Gardens
- Hours:** Monday to Friday 7:30am – 3:45pm plus every third Saturday 7:30am – 11:30am. Flexible hours will be required from time to time to meet demand e.g. Dove Day, start and end of term, severe weather etc. This will include weekend work as well as the above.
- Holidays:** 25 days per annum.

### **Background Information**

Wycombe Abbey is an independent girls' boarding school situated in the centre of High Wycombe in its own grounds of 170 acres. It is a conservation area and is listed in the Register of Parks and Gardens by English Heritage. Whilst most of the grounds are given over to parkland, woodland or school buildings, there are important areas of shrub borders which complements the buildings and grounds. The School has an international reputation for excellence of education and this policy extends to the management of its grounds and gardens.

### **Key Responsibilities:**

- To implement new planting programmes and landscaping schemes and lead the day to day maintenance of all cultivated borders, shrubs and flower beds within the School ensuring that their presentation is of the highest order, paying particular attention to high profile events that attract visitors and parents to the school.
- To include seasonal weeding, cutting back, pruning and deadheading plants, mulching and installing and maintaining decorative borders, spraying appropriate herbicides and pesticides and general planting and watering
- To assist with the School's severe weather procedure
- To assist colleagues within the Grounds Team when required
- To assist with car parking or other duties to help parents at the beginning and end of terms or on such other occasions as required
- Any other duties required to help with the smooth running and efficiency of the School

### **Person Specification**

#### **Specialist knowledge and experience**

##### **Essential:**

- A strong, dedicated interest and enthusiasm for gardening with sound knowledge of gardening techniques and methods
- Able to design and undertake the installation of new garden beds, following a design plan, putting the finishing touches to it and ensuring all jobs are finished to the highest standard
- Able to work within a large-scale setup, meeting the high expectations and demands of the School on a day to day basis
- Able to care expertly for our wide range of gardens across the site and provide and present designs to further enhance these areas.
- Able to offer flexibility in regards to start finish times to meet the seasonal work load.

- Able to offer resilience working in tough weather conditions and the ability to work unsupervised for long periods.
- Able to lead and nurture the assisting gardens/grounds apprentice, as and when allocated to work with you
- City and Guilds Land Based Services (formerly NPTC) qualifications e.g. PA1 and PA6 (Spraying)
- A minimum of NVQ Level 3 or equivalent in a recognised qualification within the industry

#### **Desirable:**

- Good knowledge and understanding of landscape gardening to assist with larger scale project design and installation
- NVQ Level 4 or equivalent in a recognised qualification within the industry

#### **Communication**

- Able to communicate effectively with colleagues

#### **Problem Solving**

- Able to identify and discuss potential solutions for problem areas within the gardens of the School

#### **Reliability**

- Able to follow directions from management and respect policies and procedures
- Shows commitment to the organisation and task completion
- Whilst the role has the support and back up of the Grounds Team when there are peaks in workload the role-holder will be working on their own for substantial periods and therefore able to undertake this type of working.

#### **Team working**

- Ability to develop effective and supportive relationships with colleagues, both in terms of social interaction and positive support with team.

#### **Special conditions**

- Must be aged 21 years or over and hold a full driving licence for two years or more. This is to comply with the School's insurers requirements.
- The post is conditional to an enhanced DBS check.

#### **Child Protection Statement**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

**The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.**

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.