



# Felsted

## **FELSTED SCHOOL JOB DESCRIPTION** **Lead Gardener**

### **The Role**

Accountable to: Head of Grounds

### **Role Responsibilities**

Taking a lead role in within the Grounds Department responsible for the maintenance of the school gardens, landscaped areas and other open spaces by:

- Day to day supervision of all garden related works in addition to undertaking the work of a gardener.
- Maintaining the school gardens, grassed areas, landscaped areas, beds and similar open spaces
- Carrying out and overseeing general gardening duties include planting, weeding, pruning of trees, shrubs and plants, turfing, grass and hedge cutting, leaf collection, hoeing, raking and edging.
- Managing and using a wide range of powered hand-tools and equipment (various grounds machines, mowers, chippers, chainsaws, strimmer's,) along with tractors & attachments and horticultural vehicles.
- The application and management of approved pesticides and fertilisers.
- Managing the greenhouses and propagation stock
- Communicating work progress any grounds damage or faults to the Head of Grounds
- Assisting with snow clearance and gritting when required
- Attending necessary, relevant training
- Working with and directing apprentices as required
- Any other ad-hoc duties as directed by the Head of Grounds.

### **Skills, Knowledge and Experience**

#### **Essential:**

1. Taking a lead role in the gardens department
2. Must be able to work independently whilst contributing to the team
3. Previous experience of horticulture, working in a similar environment
4. Knowledge of H & SWA, working at height, manual handling, COSHH, Personal Protective Equipment.
5. Must hold a full driving licence
6. Have experience of staff supervision and task completion.

#### **Desirable:**

7. Hold an NVQ/QFC level two certificate in horticulture (an equivalent qualification or experience will be considered).
8. Hold a Pa1 Pa6 spraying certificate
9. Proficient and confident working with IT systems - Excel, Google etc

**Reward and Recognition**

- Annual leave allowance of 20 days each year plus public holidays.
- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Free uniform provided
- Subsidised on-site Coffee Shop

**Terms of Employment**

- All-year round, 52 weeks per year
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Working 39 hours per week. Some Saturday working is required during Summer months and will be notified in advance.
- Annual holiday entitlement of 20 Days plus Bank Holidays
- Hours of working are 39 hours per week, Monday to Thursday from 8:00am to 4:30pm and Fridays from 8:00am to 3:30pm with an unpaid 30 minute lunch break
- Starting salary of £28,392.00 per annum

***Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.***