

The College of St Barnabas

Job Description

This job description is intended to be a guide to the key areas of accountability and responsibility within your role. It does not represent a finite list of work you will be expected to carry out, which may vary from time to time dependent upon the needs of the College.

Job Title **Gardener**

Accountable to: **Estate Manager**

Purpose of the Role

The Gardener has the key function of overseeing all gardening matters to do with the College grounds.

Key Result Areas

1. To ensure the College grounds are presented to a high standard.
2. To plan the annual gardening program, including the growing of vegetables and flowers.
3. Preparation and upkeep of College hanging baskets.
4. Vegetable garden, green house and poly tunnel management.
5. Woodland areas, including woodland walk, composting management.
6. Be able to manage your own time and work schedule to get the best results.
7. To work well as a team member and on your own.
8. Assist Estate Manager with maintenance tasks as required.

Key Responsibilities

Grounds

1. General weeding and weed killing, clearing and tidying of the College grounds.
2. Keeping the grass tidy by mowing, strimming and edging with particular attention to the croquet and putting lawns.
3. Looking after the standard and bush roses around the front courtyard.
4. Growing a supply of vegetables for the kitchen as agreed.
5. Harvesting the apple, pear and plum trees from our small orchard.
6. Growing flowers for use within the College.
7. Annual pruning and cutting back of all hedges, shrubs, roses and fruit trees.
8. Maintain all gardening equipment and machinery and ensure they are secured after use.

Maintenance

1. Assist Estate Manager with tasks as directed. Examples of maintenance work are; replace light fittings, drain/gutter cleaning.
2. Movement of College furniture as and when required.
3. Movement of Residents furniture when they have an internal move within the College. As and when required.

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General

1. **Confidentiality** – all information relating to the College, its staff, residents and business is to be kept in the strictest confidence both during and after employment and cannot be disclosed without the express permission of the Council.
2. **Personal Development**- you have a responsibility to ensure you keep up to date with legislation and best practice relevant to your areas of expertise and for identifying areas for development and training that you feel you need, in order to fulfil your role and the objectives set.
3. **Ambassador role** – all employees are ambassadors of the College and are expected to behave in a way that promotes its values and ethos.
4. **Health and Safety** – all employees have a statutory responsibility to ensure that neither they nor others are put at risk by their actions or failure to act. All employees are required to know and understand their specific responsibilities in respect of Health and Safety.

This job description will be reviewed from time to time and any changes needed will be discussed and agreed with the Post Holder.