



# Blundell's

FOUNDED 1604

## WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Head Gardener  
**Department:** Gardens  
**Report to:** Estates Manager  
**Date:** November 2024

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### ROLE

Accountable to the Estates Manager, responsible for maintaining the School gardens to a high standard. To drive forward a positive and sustainable gardens department, leading the team to produce a beautiful environment. This role includes all the traditional aspects of a gardener's role with the added responsibilities of budget control, line management, health and safety, communication, tree safety management and project control.

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### SUMMARY OF DUTIES

- Plan and designate jobs to the gardens team
  - Design and implement new planting around both Schools
  - Budget planning and management
  - Line management of Gardens team staff
  - Carry out tree surveys and manage tree works either in house or externally
  - Coordination of all border work
  - Help with regular gardening activities with pupils from both schools
  - Order plants, tools and sundries
  - Keep up to date records of risk assessments and COSHH
  - Plan, care for and arrange seasonal floral displays for offices/events
  - Carry out all aspects of border work (weeding, edging dead heading etc)
  - Maintain, manage and develop existing planted areas and formal lawns
  - Ensure safe use of all equipment including ride on mower, pedestrian mower, strimmer and other equipment
  - Assisting Grounds team when required
  - Comply with all Health & Safety procedures
  - Any other duties as reasonably directed by Estates Manager.
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## PERSON SPECIFICATION

### Essential Qualifications and Experience

- NVQ3, RHS3 or equivalent horticulture qualification
- Comprehensive plant and garden management knowledge
- Experience producing risk assessment and Safe Systems of Work
- Full UK driving licence
- Chainsaw licence
- Good time management skills
- Excellent communication and customer service skills
- PA1+6
- Able to organise and run tasks and projects

### Desirable

- Good IT skills
- Tree survey qualification
- Experience of working in a school environment
- IOSH or equivalent qualification
- Ability to drive a variety of vehicles
- Ability to use a variety of industry related machinery.

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This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

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Please sign to acknowledge receipt of job description.

Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_