



MARLBOROUGH COLLEGE

Job Description

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| POSITION: | Gardener |
| DEPARTMENT: | Operations |
| REPORTING TO: | Head of Gardens |
| SALARY: | Overtime rate is paid for hours worked above basic weekly hours, eg: summer watering rota. |
| HOURS OF WORK: | Standard working hours for the Gardening team are Monday, Tuesday, Wednesday and Thursday 7.30 am to 4.00 pm and Friday 7.30 am to 3.00 pm. |

The post holder should be flexible in their approach to hours worked as these will be dictated by operational needs, seasonal variation and will include occasional weekend working to meet the demands of the role, eg watering plants during summer months/snow and ice clearing during winter months.

REPORTING:

The College:

Founded in 1843, Marlborough College is the UK's largest co-educational full boarding school, educating just over 1,000 pupils, aged 13 to 18 years, from the UK and overseas. Whilst we are proud of our Anglican heritage, ours is an inclusive ethos, welcoming pupils of all faiths and none. We have six girls' houses, six boys' houses and four mixed houses of 13- to 16-year-old boys with Sixth Form girls and boys. The pastoral care delivered through our 16 boarding houses is unrivalled, ensuring each child is known and cared for individually. The Guidance Centre exists to make sure that further education and careers after school are fully explored and carefully planned.

Pupils form friendships for life and develop the social and leadership skills needed to flourish as adults. They are encouraged to be outward facing and to aspire to change things for the better – ultimately, we would like to be judged by the contributions made by past, present and future Marlburians to the health of wider society throughout the course of their lives.

It is testament to our outstanding academic education and world-class co-curricular activities that our pupils are invariably ambitious, aspirational and high achieving. More than 80% gain places at Russell Group universities or Oxbridge, our sports teams regularly reach the latter stages of national competitions, our Symphony Orchestra plays in partnership with the Southbank Sinfonia and our artists exhibit in the Mount House Gallery.

Located in beautiful Wiltshire, in one of the most attractive market towns in the country, the College benefits from a 286-acre site, stunning period buildings including a Gothic Revival chapel and the neoclassical Memorial Hall, which is also a world-class concert hall, and university-quality sporting facilities. The campus is centred around the magical Marlborough Mound, a 4,000-year-old Neolithic mound, reputedly the burial place of Merlin. The College enjoys the advantages of being within easy reach of Heathrow, London and, indeed, many other parts of the country.

Further details about Marlborough College can be found online at www.marlboroughcollege.org.

Marlborough College Mission

To deliver the best independent, co-educational, full boarding education in the UK and to be recognised for this globally.

Key purpose of the role

The Gardens team are responsible for the maintenance, design and safety of the gardens across the site working closely with our Grounds department (who look after the extensive sports grounds we have).

Main areas of the role

Under direction from the Head of Gardens (or their Assistant) to assist in the maintenance and day-to-day work in the gardens to ensure they are maintained to the high standards required by the College.

Key Responsibilities

- Carry out any reasonable gardening task that may be requested by the Head of Gardens, e.g. cutting and maintaining hedges, pruning plants, weeding, planting and leaf clearing.
- Working with the gardens team to ensure effective execution of the programmes of work and standards of gardens are of high quality and presentation.
- Cutting and maintaining lawns and grass to a variety of finishes (fine to rough meadow type) using a variety of machines, including pedestrian operated, tractors and ride-on mowers, strimmers and brushcutters including fertilizer and pesticide application.
- As required, seed sowing, watering, propagation and potting, and maintaining compost heaps.
- Assist with any new landscape work undertaken by Gardens Team
- Maintaining tools and equipment in the correct and safe manner and secure storage of all equipment and machinery, including adjustment of mower height, monitoring quality of cut, oil level checks and checks for damage to mowers
- Maintaining good relationships with team, other staff, students and visitors
- Keep the Head Gardener informed of equipment breakdowns or malfunctions
- Keep the Head Gardener informed of any unfinished tasks
- Snow-clearing and or frost-gritting of roads and footpaths including out of hours work

- Summer watering of pots and planters on a rota (to include weekend working)
- Observing all Health and Safety Risk Assessments, COSHH, regulatory and security measures, Promote a safe working practice at all times
- Able to undertake necessary training for the role
- Awareness of and reporting of any security risk within the College
- Attend all relevant training as required by the College.

Additional Duties

The main role of the Gardens Department is to support the school in its daily work. You may from time to time be required to assist with preparations for Summer School, other activities, and special occasions.

Person Specification

| | Essential | Desirable |
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| Education and qualifications | | |
| Full and Current driving licence | ✓ | |
| Level 2/3 RHS, NVQ or City & Guilds equivalent in Practical Horticulture | | ✓ |
| PA1/PA6 spraying licence | | ✓ |
| Chainsaw qualifications and experience | | ✓ |
| First Aid Certificate | | ✓ |
| COSHH Trained | | ✓ |
| Knowledge and Experience | | |
| Have full time practical gardening experience of 2 years or more. To include use of powered/non-powered garden tools and machinery | | ✓ |
| A proven track record in high quality horticultural work | ✓ | |
| Skills and Abilities | | |
| Enthusiastic and interested in plants, lawn care, pruning, propagation, machinery and Health and Safety. | ✓ | |
| You will be a good team worker with an outlook that is responsive and positive in a rapidly-changing environment | ✓ | |
| Excellent communication and customer service skills | ✓ | |
| Confident in using IT | ✓ | |
| Self-motivated with an eye for detail | ✓ | |
| Able to cope with the demands of the role | ✓ | |
| Willingness to learn and gain professional qualifications | ✓ | |

General Responsibilities

Policies & Procedures

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

Safeguarding Statement

Marlborough College is committed to safeguarding and promoting the welfare of children and young people. The College expects all staff and volunteers to share this commitment and staff must adhere to and ensure compliance with the College's Safeguarding Policy at all times.

In line with Keeping Children Safe in Education legislation and safer recruitment practices, the College will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The College applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the College which amount to regulated activity with children. The role you have applied for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure online Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the College will be handled in accordance with any guidance and / or code of practice published by the DBS.

The College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the College to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you have applied for is also exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. **However, you do not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the College. Instead, the College will assess each case on its merits and with reference to the College's objective assessment procedure set out in the College's 'Recruitment, selection and disclosure policy and procedure'.

The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

The College is an educational charity and equal opportunities employer.

Confidentiality & Data Protection

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

Health & Safety

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

Mandatory Training

All staff are expected to complete the following mandatory training prior to their employment start date:

- Child Protection in Education (11 to 18 years)
- H&S in Education: Staff Awareness
- Fire Safety in Education
- A Guide to UK Data Protection: Education
- Equality and Diversity
- Working with Display Screen Equipment
- Moving and Handling
- Keeping Children Safe in Education Part 1 Questionnaire

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

Job Description

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

Signed: **Date:**

Print Name: