



JOB DESCRIPTION

ROLE:	Garden & Grounds Maintenance Assistant
REPORTING TO:	Head Gardener
ROLE SUMMARY:	The combined role of Grounds Maintenance and Assistant Gardener is concerned with maintaining the excellent appearance of the park, providing a friendly professional image to visitors and assisting in the care and maintenance of all Pensthorpe's plant collections, including in the Courtyard and at Pensthorpe Hall

Main Responsibilities

As part of the Garden team you will perform a varied and physical role undertaking a range of activities in all weathers helping to keep the park looking its best and providing a welcoming greeting to visitors.

You will be required to:

1. Safely maintain and operate, a range of tools and equipment such as chainsaw, hand-held trimmers, brush cutters, mowers and motor vehicles including 4x4, tractors and dumpers as well as other tools and equipment in order to accomplish tasks, reporting any defects or concerns to your line manager
2. Carry out spraying tasks, as instructed following appropriate training
3. Complete general maintenance tasks, as instructed, such as litter picking, emptying bins and general cleaning and tidying
4. Contribute to the development and maintenance of the gardens, as directed by the Head Gardener including manual handling, planting, propagation, hedge cutting, border work, pruning, working from height and watering
5. Undertake certain responsibilities as delegated by the Head Gardener including volunteer supervision, inductions on machinery, risk assessments, care of workshops and sheds
6. Apply knowledge of the plant collections and be responsible for its care and maintenance
7. Ensure all planting records are always kept up to date
8. Carry out winter pruning, mulching, blub planting, cutting down the Millennium Garden, clearing all the gardens after winter, dividing perennials
9. Prepare stock for shop sales through propagation of plants from the gardens and oversee plant sales, tend to the productive Nursery throughout the year, provide plants for internal and external events
10. Undertake regular weeding and watering through the summer, division in autumn, building and maintenance of wildlife habitats throughout the year, maintaining ponds and water ways, mowing and strimming throughout the main season
11. Assist the Park Wardens when necessary e.g. clearing the Wildflower Meadow

Supervision and Working with Others

Assistant Garden and Grounds Maintenance Person – Job Description



1. Assist with the organisation and supervision of volunteers, contractors, working parties and external volunteer groups
2. Support other members of staff and volunteers on projects for which they are responsible
3. Assist with the supervision, training and development of any students, volunteers, and work placements, sharing your skills and experience

Visitors

1. Be an ambassador for Pensthorpe, showing exceptional standards of customer care; greeting customers with a smile and showing courtesy at all times
2. Take the necessary action to ensure the safety of visitors
3. Effectively direct customers to all parts of the attraction, including café, toilets, outdoor sites, enclosures and special interest areas

Team Responsibilities

1. Be an active team member and work to ensure good teamwork and communication is achieved
2. Take part and contribute to team meetings and put forward ideas and feedback in order to improve ways of working
3. Maintain professional and positive behaviours in your treatment of others, showing respect and consideration at all times
4. Work collaboratively with colleagues in order to meet the objectives of the business

Health & Safety / Environmental Health

1. Implement the legal obligation to maintain a safe working environment at all times
2. Follow the company's procedures, as described in the Health & Safety Policy
3. Take active responsibility for maintaining own health & wellbeing and working within personal limits for manual handling
4. Report concerns or anything unsafe to the Head Gardener or in his absence another senior manager, and report accidents, near misses, and so on to a first aider

General

1. Attend work with a clean and smart appearance, wearing the appropriate attire
2. Undertake any other tasks that may be reasonably requested
3. Implement the policies and procedures set out in the Employment Handbook
4. Respond to animal emergency circumstances according to approved protocols
5. Show a willingness to work outside normal hours

Person Specification

Essential	Desirable
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Education and Qualifications		
GCSE Maths & English		✓
PA1, PA2 and PA6 (or willingness to undertake training as required)	✓	
Certificate / Diploma in Countryside Management		
Full Clean Driving Licence	✓	

Experience/Knowledge		
Competent with a range of machinery and equipment - (or be willing to obtain):	✓	
<ul style="list-style-type: none"> • Telescopic Forklift License • Chainsaw Maintenance and Cross-cutting Certificate • Digger License • Dumper License 		✓ ✓ ✓ ✓

Skills & Attributes		
Physically fit and able to work in an active outdoors role	✓	
Practical and observant	✓	
Able to communicate and willingness to engage with others	✓	
Reliable and resourceful	✓	
Able to work alone, sometimes in remote areas	✓	
Decisive and able to take control in an emergency	✓	
Willing to carry out instructions	✓	

Personal Qualities		
Clean and smart appearance	✓	

Other		
Willingness to work weekends, start early/work late and be flexible on occasions	✓	
Willingness to maintain confidentiality on all business matters	✓	
Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons	✓	
An interest in nature and conservation		✓