**Job Description:**

**Job Title**:Assistant Gardener

**Responsible To**: Head Gardener

**Overall Job Purpose:**

To provide a hands-on approach to the upkeep of Charterhouse’s seven acre historic site, with the purpose to achieve fine garden status within the resource levels provided.

**Hours of work:** Three days per week (7hrs 8-4pm)

**Responsibilities and Duties:**

Assist the Head Gardener in ensuring the gardens and grounds are maintained to the highest professional standards throughout, in line with the garden maintenance and tree management plans of Charterhouse.

Assist the Head Gardener in managing horticultural contractors and any potential volunteers by giving direction and supervision to ensure that these resources are fully implemented throughout the year.

Ensure with the Head Gardener that there is always staff cover on site during the high growing season.

Ensure Brother’s and Tenants’ requests are actioned in the appropriate manner via the Head Gardener.

Be in attendance on any garden open day or other similar event and help with tours for the public.

Assist Head Gardener in implementing specific tasks as necessary, including:

* Maintaining beds, borders and containers to a high standard, weeding, tidying, pruning, feeding and watering.
* Maintaining hedges and topiary.
* Lawn maintenance including mowing, stimming, feeding and spring/autumn lawn renovation.
* Pruning and training of climbers such including roses, wisteria and clematis with safe use of ladders.
* Maintaining small trees and large shrubs using correct pruning to ensure fruit and flowering.
* Safe application of appropriate pest, weed and disease control.
* Safe use of garden machinery such as Mowers, hedge cutters and leaf blowers.
* Ensure all paths/roadways are swept of plant debris to maintain tidiness.
* Ensure salt is applied to roads and pathways during the winter months.
* Ensure correct composting procedures.

**Job Specifications:**

* Carry out all duties in a professional and conscientious manner
* Carry out all works to approved safety systems at all times, to prevent damage or injury to one’s self, other staff and / or members of the public
* Ensure all works are carried out to comply with manufacturer’s technical specification
* Use relevant tools, plant and machinery in accordance with manufacturer’s instructions and in compliance with Health & Safety guidelines
* Be responsible for all your tools, machinery and materials whilst carrying out work in a safe manner
* Interpret and work from routine instructions with minimum supervision
* To have a flexible approach to the range of tasks required to be carried out
* Wear identification badge and personal protective equipment
* A commitment and flexibility to the Department’s service objectives as dictated by the needs of the service
* An understanding of manual handing procedures
* Effectively communicate with staff, brothers and members of the general public.
* To understand the complexities of working within a Heritage Site.
* Flexible working hours to take account of the gardens varying workload
* Comply with all current legislation and Charterhouse’s policies

**Health and Safety:**

Comply with all relevant Health and Safety legislation, including Charterhouse’s policies and documents.

**Skills and Competencies:**

* Good communicator with good inter-personal skills to include: diplomacy and team-working
* Manual dexterity.
* Able to interact with brothers, staff and visitors.
* I.T. literate.
* A thorough understanding of the role and responsibilities of a grounds and gardener post with appropriate qualifications.
* Ability to work unsupervised and use own initiative
* Experience of using garden machinery

**Qualifications and Experience:**

* Relevant Horticultural qualifications
* Good plant knowledge and practical gardening experience
* A good level of general education
* PA1/6 spraying certificate

Formal qualifications are not necessarily essential if the candidate has equivalent practical horticultural experience

**Job Conditions**:

* Hours worked beyond the normal working week will be taken as TOIL
* Working day will be 8am to 4pm with 1 hour for breaks
* Use of the Charterhouse facilities for breaks and lunch provided from the kitchen
* All tools and PPE to be provided by the Charterhouse