

Full Time Gardener Information for prospective staff

Information about the role

Purpose of post

To assist the Head of Grounds & Gardens to manage and maintain to the highest possible standards the 57 acres of lawns, gardens, sports grounds and parkland areas in Ashtead Park belonging to the City of London, within the resources available, for the benefit of the City of London Freemen's School.

Main Duties & Responsibilities

- Preparation and upkeep of lawned areas, ornamental and other garden areas under the direction of the Head of Grounds & Gardens.
- Planting a wide variety of trees, shrubs, herbaceous perennials and bedding plants.
- Cut and keep hedges around the School to a high standard.
- Soil cultivation and bed preparation.
- Assisting with leaf clearance and the upkeep of woodlands and other non-playing/garden areas.
- Undertaking such other duties as may be necessary from time to time for special occasions and functions and to assist the Grounds Team.

Other Duties

- Collecting litter from, on and around lawns, garden areas, sports fields and woodland areas.
- To maintain hand/power tools and other machinery in good working order, to include correct set up, regular cleaning and minor repairs as necessary. All work to be done in accordance with Safe Systems of Work and health and safety regulations. Report major mechanical problems to the Head of Grounds and Gardens.
- Assisting with snow and ice clearing as directed by the Head of Grounds and Gardens.

Health and Safety

- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Reporting all accidents to the COO via the Head of Grounds and Gardens using the School's Accident Report Form procedure. Report forms are held in the Medical Centre.
- Informing the COO via the Head of Grounds and Gardens of any concerns regarding Health & Safety and safe working practices, particularly any concerns about storage of gas, diesel fuel, petrol, fertilizers, chemicals etc or the condition of any equipment.
- Ensuring the lawns, gardens, grounds and woodlands are maintained in a safe condition for pupils, school staff and members of the public.
- Ensuring that self and fellow workers are wearing appropriate protective clothing against chemicals, cutting equipment, noise etc and advising the Head of Grounds & Gardens of any concerns.

Other Points

- Annual leave must be agreed in advance by the Head of Grounds & Gardens.
- The appointee needs to be flexible and adaptable, capable of manual lifting and, above all, diplomatic when dealing with pupils, staff and members of the public.
- The appointee is required to hold a full UK driving licence in order that he/she may drive school vehicles/tractors.
- Actively seek to implement and comply with the School's Safeguarding policies and procedures and to demonstrate a commitment to the safety and welfare of children.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade.

Revision of Job Description

- According to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

- NVQ Level 2 minimum Amenity Horticulture Certificate (A)
- Full, clean Driving Licence (A)
- Relevant Health and Safety training, including manual handling, noise awareness, working at height and safe use of hand tools (A/I)

Experience Required

- Proven experience in a similar role (A/I)
- Experience of undertaking garden maintenance to a high professional standard (A/I)
- Experience of pruning and maintaining hedges, shrubs, trees and herbaceous plants(A/I)
- Proven ability to work to a constant high standard, unsupervised and on own initiative (A/I)
- Able to demonstrate a commitment to excellent customer service, being calm, tactful, courteous and polite at all times when working in communal areas of the School grounds and gardens (A/I).
- Experience of working to deadlines and taking a flexible approach to tasks and managing conflicting priorities (A/I)
- A demonstrable commitment to the safety and welfare of children (I)

Technical Skills

- Good working knowledge of the operation and maintenance of appropriate machinery (A/I)
- Good working knowledge of plants and shrub identities (A/I)

Other Relevant Information eg. working hours or desirables (only if applicable)

- Spraying certificates PA1/PA6 (A)
- Chainsaw certificate (A)

Recruitment - Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

How to Apply

Applicants should send a completed application form to **CLFS-Recruitment@cityoflondon.gov.uk**, by 9am on Monday 16th March 2026.

Candidates are asked to note that Freeman's retains the right to interview and appoint at any time during the application process.

Freeman's acknowledges receipt of all applications, if you have not received confirmation of the safe receipt of your application within two working days please call the School or email **CLFS-Recruitment@cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

The City of London Freeman's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).