

JOB DESCRIPTION

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| 1. Job Title | Gardens Assistant |
| 2. Job Grade | Keble grade 1 |
| 3. Hours | Part- or Full-time |
| 4. Reports to | Gardens & Grounds Manager |

5. Overall Objectives

The Gardens Assistant has immediate responsibility for the maintenance of College lawns under the supervision of the Gardens & Grounds Manager (G&G Manager) and for keeping the paths and staircase entrances etc clean and tidy. As a member of the Gardens & Grounds team this role also assists in the maintenance of the sportsground as directed by the G&G Manager.

6. Key Responsibilities

- Assist with general maintenance of college lawns including brushing, mowing, spiking, feeding and re-seeding.
- Keep curtilage of college clear of litter, leaves and snow.
- General maintenance of college gardens as directed by G&G Manager.
- Assist with general maintenance of H B Allen site including mowing and general tidying of site.
- Keep tools in gardeners' shed clean and report any faults to G&G Manager.
- Assist as required at the sportsground.
- Respond helpfully to visitors/members of College regarding gardens/plant queries.
- Assist in maintaining any hedges, including planting, cutting and laying.
- Keep the Garden shed in tidy condition and ensure that all equipment is properly and securely stored and easily accessed.
- Assist in sowing seeds, potting, trimming and pruning, spraying plants to kill pests and diseases, watering,
- Assist as directed in routine maintenance of gardening equipment and machinery.
- Assist in general grounds maintenance, both of curtilage and external properties, as directed by the G&G Manager.