



**GARDENER JOB DESCRIPTION:**

POST TITLE:	Gardener
GRADE:	Grade 4 (SCP5 – 8)
RESPONSIBLE TO:	Head Gardener & Cemetery Superintendent
HOURS:	37 hours per week (Monday – Friday with some occasional weekend work)
LOCATION:	Sedgefield Cemetery
This is a permanent position subject to an initial six month probationary period. Initial appointment to this position is subject to satisfactory references and medical clearance.	

**Purpose of Post:**

- Take the lead for open spaces in the town including maintaining existing areas as well as new areas for the Town such as Ceddesfeld Hall.
- Work with Head Gardener & Cemetery Superintendent to plant beds to pre-determined design.
- Responsibility for watering all beds, tubs and baskets across the town to an appropriate standard.
- To play a key role in the Town Council’s submissions to horticultural awards.
- To support the Head Gardener & Cemetery Superintendent as required in all cemetery matters.
- To work with and oversee contractors.

**Specific Duties of Post:**

1. Open Spaces:

- In conjunction with the Head Gardener & Cemetery Superintendent, to oversee the maintenance of all the Town Council’s open spaces.
- To undertake required work in all of the Town Council’s open spaces which include an array of village greens, allotments, Ceddesfeld Hall grounds, closed churchyards and others.

2. Watering and feeding:

- From approximately mid-March – early October (depending upon the weather) to take responsibility for the watering and feeding of all beds, tubs and baskets across the Town to a high standard. This will entail 2 or 3 weekends of watering when bedding plants are stored in the Council’s compound awaiting planting.
- To undertake watering and feeding at weekends during the growing season.

Version:	Post:	Approval Date:	Officer Responsible:
4.0.	Gardener	20.11.2023	Jane Ayre, Town Clerk



3. Planting and Seasonal Bedding Maintenance:
  - To support the Head Gardener & Cemetery Superintendent in designing seasonal bedding arrangements.
  - To support the Head Gardener & Cemetery Superintendent as required in the ordering, transportation, storage, feeding and planting of seasonal bedding.
  
4. Working with, and overseeing Contractors:
  - Where necessary, either in conjunction with or in the absence of the Head Gardener & Cemetery Superintendent, to meet with contractors on-site and explain their work.
  - To check the work of contractors before they leave the site.
  - To check contractors adhere to the requirements of the Town Council.
  
5. To work with volunteers:
  - To work with, and where necessary manage, the wide array of volunteers who operate horticulturally within the Town, e.g. Sedgefield in Bloom etc.
  - To participate in community horticultural events operated by the Council within the Town, e.g. tub planting with local school children etc.
  
6. Horticultural Awards:
  - To support the Town Council's entry in various horticultural awards.
  
7. Cemetery:
  - To oversee grave digging contractors.
  - To mark graves for contractors and headstone memorial masons.
  - To dig ashes funerals.
  - To oversee ashes funerals.
  
8. Snow Clearance
  - During the winter months to work in conjunction with the Head Gardener & Cemetery Superintendent to undertake gritting and snow clearance on behalf of the Council.
  
9. Customer Focus:
  - Ensuring high standards of customer care and safety in-line with the Town Council's Policies;
  - To deal directly with the public in a positive customer focused way.

Version:	Post:	Approval Date:	Officer Responsible:
4.0.	Gardener	20.11.2023	Jane Ayre, Town Clerk



Adopting a flexible approach to the duties of the post and to undertake such other work as may be required by the Town Council which is commensurate with the duties and responsibilities of the post.

**Corporate Responsibilities:**

- All duties must be carried out in a manner safe to yourself, colleagues and public in accordance with the Health and Safety at Work Act and using safe working practices.
- To attend any relevant training or meetings to enable the delivery of your role effectively and safely.
- Considerable importance is attached to the public relations aspect of all work undertaken by Council staff. It is expected, therefore that the post holder will at all times project to the public the image of Sedgefield Town Council being keen to assist wherever possible and positively promote the work that is carried out across the range of services provided.
- To ensure customer care is the major priority for service provision.
- To ensure high levels of professional conduct at all times with particular reference to punctuality, dress, presentation and administration.
- Adopt a flexible approach to the duties of the post and to undertake such other work as may be required by the Council which is commensurate with the duties and responsibilities of the post.

**Job Description Review Details:**

The details contained in this job description, particularly the principal responsibilities, reflect the job content at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time the nature of individuals jobs change; existing duties may be lost and other duties gained without changing the general nature of the duties or the level of responsibility entailed. Consequently Sedgefield Town Council will expect to revise this job description from time to time and will consult regarding such revisions with the post holder at the appropriate time.

Note: This post underwent Job Evaluation in November 2023 and will undergo such again in November 2028 (or earlier if there are substantive changes to responsibilities).

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4.0.	Gardener	20.11.2023	Jane Ayre, Town Clerk



**Person Specification: Gardener:**

	Essential	Desirable	Method of Assessment
Qualifications and Training	NVQ Level 2 Horticultural qualification (or equivalent).	NVQ Level 3 Horticultural qualification (or equivalent). Spraying Certificate. Chainsaw Certificate.	Application Form. Certificates.
Experience	Minimum of 2 years working in a horticultural environment including responsibility for watering and feeding.	Designing, planting and maintaining seasonal beds.	Application Form. Interview. References.
Knowledge and Ability	Knowledge of basic gardening machinery and its usage. Sound knowledge of plant identification. Good verbal and written communication skills. Understanding of health and safety practices.	Ability to solve unexpected problems within the normal working day with a calm and logical approach.	Application Form. Interview.
Personal Attributes	Willingness to undertake further training. Willingness to work and learn about cemetery practices. Proven team-work experience with ability to work with people of all ages, backgrounds and skills. Proven ability to use own initiative. Full driving licence. Good timekeeping. Ability to work overtime during the growing season and undertake weekend watering duties.	Experience of working with volunteers.	Interview. References.
Version:	Post:	Approval Date:	Officer Responsible:
4.0.	Gardener	20.11.2023	Jane Ayre, Town Clerk

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	Ability to work in all weather conditions. Physical strength and stamina.		
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