

Job Description

Gardener



Directorate:	Operations
Team:	Retirement Housing
Role Type:	Flexible
Reports to:	Team Leader – Retirement Housing
Direct Reports:	N/A
Overall Job purpose:	
To develop, managing and delivering a programme of garden maintenance, ensuring that gardens are maintained to a high standard.	
Core responsibilities:	
<ul style="list-style-type: none"> • Develop, implement and manage garden improvements to enhance communal gardens, with consideration for the impact any changes may have to residents of Retirement Housing schemes and Extra Care sites. • Closely monitor the delivery of the garden improvements , ensuring that the required improvements are carried out as scheduled, including ongoing maintenance. • Provide weekly schedules of work for improvement projects. • Ensure that work is carried out in a safe way, in accordance with Health and Safety requirements and risk assessments are completed as required. • Take ownership for ensuring that gardens are a safe environment for colleagues, residents and visitors. • Use and maintain garden resources, tools and equipment in the correct and safe way, ensuring they are securely and safely stored after use. • Procure gardening materials, tools and equipment when required with consideration of value for money. • Oversee and report monthly on expenditure on project budgets. • Produce reports when required and ensure that monitoring and evaluation requirements are met. • Any other reasonable duties that you may be asked to perform. 	

Key relationships:

The post holder will be required to establish, build and maintain excellent working relationships with:

- All internal departments and teams including volunteers.
- Cross Keys Homes customers and residents as well as their families and visitors.
- Any third party provider or organisation involved with the provision of a related service.

Dimensions:

- To make decisions with support of line manager that relate to Health and Safety of the gardens, residents and volunteers.
- No direct budget responsibility
- No direct reports.

Additional information:

- DBS Required – ENHANCED
- Post holder requires a full driving licence.
- The role is lone-working.
- The role involves manual work.

No job description can cover every issue which may arise and the post holder is expected to carry out other duties as required from time to time.

Person specification

Requirements	Essential Criteria	Desirable Criteria
Knowledge and experience <i>Describe the knowledge and experience required to do the job. Is there particular knowledge required e.g. of particular regulations and</i>	<ul style="list-style-type: none">• Knowledge of and experience in hard and soft landscape management.• Experience of completing risk assessments and site assessments.• Experience of effectively managing own work load.	<ul style="list-style-type: none">• Experience of working in a horticultural environment• Knowledge of and interest in working in a communal garden.

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<i>procedures? What relevant experience is required?</i>	<ul style="list-style-type: none"> • Previous experience of carrying out landscaping activities. 	<ul style="list-style-type: none"> • An understanding of equality and diversity principles.
Skills and abilities <i>Describe the skills and abilities required to do the job effectively</i>	<ul style="list-style-type: none"> • The ability to identify plant, tree and shrub species • The ability to work autonomously without everyday supervision. • The ability to implement garden designs and creatively use gardening materials. • Excellent time management skills. • The ability to effectively communicate in a patient, sympathetic and tactful way with residents. • The ability to meet deadlines, prioritise work and respond positively to changing service requirements. • Excellent administration and customer service skills. • Excellent written and verbal communication, including listening and conversational skills. 	<ul style="list-style-type: none"> • The ability to diagnosis and management plant pathogens
Personal behaviours and style <p>We look for people who are committed to and demonstrate our core values of:</p> <ul style="list-style-type: none"> • Action: Getting things done while being accountable. <i>Delivering on objectives and taking responsibility for the service. A positive attitude.</i> • Commitment: Putting customers first. <i>Being customer focussed; delivering excellent services to external and internal customers. Adopting a flexible approach.</i> 		

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<ul style="list-style-type: none"> • Excellence: Always striving to be the best. <i>Continuously reviewing the service and improving efficiency. Exceeding our targets and improving standards.</i> • Integrity: Honest and open in everything we do. <i>Maintaining our code of conduct and acting professionally at all times</i> • Teamwork: Working together to deliver. <i>Building and maintaining excellent working relationships with internal managers/teams and external stakeholders; ensuring our corporate objectives are met.</i> 		
Qualifications <i>Please state the level of education and professional qualifications and/or specific occupational training required</i>	<ul style="list-style-type: none"> • A good general standard of education including English and Maths GCSE (or equivalent). 	<ul style="list-style-type: none"> • Recognised horticultural qualification.
Additional requirements <i>Detail any additional requirements for the role e.g. able to work shift patterns including bank holiday nights and weekends, Must hold full current UK driving license Etc.</i>	<ul style="list-style-type: none"> • The ability to work flexibly to meet the needs of the business. • The ability to carry out tasks involving heavy lifting and carrying. • Willingness to undertake and maintain a satisfactory DBS disclosure. • Full driving licence and the ability to travel independently to undertake visits in Peterborough. 	
Version control:		
JD authorised by (Director):	Mary Bryce	Date: 18 July 2022
Updated:	Tracey Lowndes	Date: 10 March 2023

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