



JOB DESCRIPTION

Job Title: Gardener/Handyperson

Post Reference No: GD01

Reports to:

Grade/Salary: £12.36 per hour

Hours: 39 hours per week – Monday – Friday – 8:00am – 4:30pm (3:30pm finish on a Friday)

Status: Permanent.

The Lulworth Estate is seeking to hire a permanent Gardener/Handyperson to assist with general work around a diverse and beautiful private garden and home.

To succeed in the role, you should have a positive, can-do attitude and a strong work ethic, a keen interest in gardening and proven knowledge/experience in general DIY and associated machinery.

Main Tasks and Duties:

- Assisting our small, friendly team with general gardening, maintenance and building duties.
- Caring for plants and borders including watering, weeding and dead heading.
- Working with associated DIY machinery.

Duties Expected of All Staff:

- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.
- To set a high standard of professionalism. This will include maintaining regular contact with colleagues.
- To continually seek ways of improving standards for which the post is responsible.
- To regularly review, adapt, and improve systems and procedures.
- To undertake an appraisal which clearly identifies targets for continued improvement.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff and visitors.

This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the Estate operates. Other duties may be required within the general scope of the post.

Person Specification:

	Essential	Desirable
<u>Qualifications</u>		<ul style="list-style-type: none">• Good standard of GCSE's grades 4-9 / A*-C (or equivalent) inclusive of English and Maths.
<u>Experience and Knowledge</u>	<ul style="list-style-type: none">• Knowledge of general gardening practices e.g. weeding, dead heading, caring for plants and borders.• Knowledge of general DIY practices and associated machinery.	<ul style="list-style-type: none">• Previous professional gardening or building maintenance experience.
<u>Skills and Abilities</u>	<ul style="list-style-type: none">• Excellent accuracy and attention to detail.• The ability to work on your own initiative but also as part of team.• Good physical strength and stamina.	
<u>Personal Qualities</u>	<ul style="list-style-type: none">• Excellent timekeeping.• Excellent communication and interpersonal skills.• A positive, can-do attitude.• A strong team player.• A strong work ethic, taking pride in delivering excellent work.	
Other		

Competencies Required of All Staff:

- Excellent interpersonal and communication skills when dealing with colleagues, visitors and external bodies at all levels.
- A positive, 'can-do' attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
- Ability to problem solve
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider Estate as required.
- Ability to contribute to achieving cultural change.
- Active commitment to equal opportunities

Terms and Conditions:

- This is a permanent appointment.
- The Contract of Employment will be based on the provisions of the Weld 1994 Settlement.
- The salary for this post will be £12.36 per hour.
- Working Hours will be 39 hours per week Monday to Friday – 8:00am – 4:30pm (3:30pm finish on a Friday).
- The annual leave entitlement will be 28 working days to be taken during the period 1 January to 31 December inclusive of bank holidays or Christmas closure days.
- The appointment is subject to the satisfactory completion of a 6 month Probationary Period with a review after 1, 2, 3, 4, 5, 6 months.
- The notice period will be dependent on contract type.
- Membership of the Peoples Pension Scheme is available.
- The appointment is subject to the Estate receiving satisfactory references.
- *The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.*

Applications

Applicants for this position must send their completed application form to recruitment@lulworth.com along with a covering letter or email confirming the hours they would be interested in working.

We are not accepting CVs at this stage from Recruitment Agencies.

The Closing Date for Applications: TBC.

Proposed Interview Date: TBC.

We reserve the right to close this position before the published closing date, should the need occur. We therefore advise that you complete and submit your application as soon as possible.

Please add recruitment@lulworth.com to your list of safe senders to ensure that any correspondence from us does not go directly into your spam folder.

You will be asked to provide evidence of all the qualifications listed on your application form at interview.

Please ensure you read our GDPR Candidate Privacy Notice to understand how your data is processed. This can be found on the Lulworth website under the recruitment page or you can request a copy by emailing recruitment@lulworth.com.

Following receipt of completed application forms, if you have not heard from us within 2 weeks of the closing date regrettably you will not have been short listed on this occasion. All short listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified).

Statement by appointed person:

(Section to be completed following offer of post to successful candidate)

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of Gardener/Handyperson at the Lulworth Estate.

Signed:

Print Name (Block capitals):

Date: