



# JOB PROFILE

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<b>Post Title:</b>	Assistant Gardener – Plantation House
<b>Directorate:</b>	Central Support Service
<b>Responsible to:</b>	Head Gardener
<b>Responsible for:</b>	None
<b>Grade:</b>	A

## Job Purpose

To improve the lives of all within our community and help the island thrive by assisting with the day to day upkeep of the gardens at Plantation House and its surrounds.

## Main Duties and Responsibilities

- 1) Assist with the upkeep of Plantation kitchen garden and the production of a variety of vegetables to supply Plantation House with fresh vegetables all year round
- 2) Assist with the maintenance of lawns and grounds surrounding Plantation House to a high standard
- 3) Assist with pruning fruit trees and shrubs and ensuring they are kept healthy and pest free
- 4) Assist with the cultivation of seedlings which will include flower, vegetable and herbs
- 5) Assist with sweeping, weeding and cleaning drive ways and paths
- 6) Assist with the maintenance of the Tennis Court and keep it weed and moss free
- 7) Assist with making of compost and the upkeep of the compost chambers
- 8) Assist with the upkeep of the flower gardens and the production of suitable flowers for decorative purposes within Plantation House
- 9) Assist with the upkeep of the Poly Tunnel and shade house
- 10) Assist with the erection of the marquee and gazebos which will include the cutting of paddocks and hedges
- 11) Assist with keeping the shed tidy and clean
- 12) Assist with the well-being of the giant tortoises on the paddock and in the small enclosure, including proper upkeep and maintenance of the paddocks which involves cutting grass to correct length according to advice provided by the Senior Veterinary Officer
- 13) Assist with moving furniture and carpets in Plantation House as and when required



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- 14) Assist with driving duties if required, for collection of goods for Plantation House.
- 15) Ensure the chickens are fed and watered.

## Special Conditions

Manual work outside in all weather conditions with occasional heavy lifting.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

## Core Competency Framework

Competency	Level
<b>Professional Development:</b>	<b>N/A</b>
<b>Planning &amp; Delivery of Work:</b>  Manages own work activities so that work is delivered in an efficient and productive way. Ensures quality or service standards required are maintained. Ask questions to clarify expectations when necessary. Keeps relevant parties informed on the progress of a plan or programme	<b>ii</b>
<b>Analysis and use of Information:</b>  Resolves day-to-day problems with own work. Clearly identifies day-to-day problems to line manager when unable to resolve. Attentive to detail. Interprets basic written information.	<b>i</b>
<b>Decision Making:</b>  Solves own day-to-day problems which have little or no impact on others. Willing to take decisions within own role. Shares appropriate and timely information with others. Applies sound logic to simple decision making and problem solving	<b>i</b>
<b>Working with Others:</b>  Understands the impact of own behaviour on work relationships Treats all people with respect. Responds and listens to others	<b>i</b>



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<b>Communication:</b> Actively listens to people. Communicates clearly and effectively either orally or by some other method. Is able to understand instructions	i
<b>Influencing and Persuading:</b> Is receptive to constructive feedback. Expresses a difference of opinion in an appropriately controlled and constructive manner. Supports team members working on the same or related work activities. Seeks clarification to ensure requests are understood	ii
<b>Dealing with Change:</b> Readily incorporates changes into the day-to-day work. Willing to learn new things and do things differently	i
<b>Continuous Improvement:</b> Open to learning new things Able to identify own mistakes and take constructive action to prevent reoccurrence	i
<b>Managing Resources: N/A</b>	i



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
Valid Driver's Licence Classes A, B & C	E		
Functional Skills English Language or equivalent qualification	D		
<b>Knowledge &amp; Experience:</b>			
Previous experience of general gardening and landscaping work	E		
Previous experience and knowledge of vegetable growing	D		
<b>Skills and Abilities:</b>			
Able to competently operate gardening machinery such as strimmers, manual lawn mower, ride on Lawn Mower, Leaf Blower and Merry Tillers	E		
<b>Other:</b>			
Willingness to work flexibly			
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.			
Contribute to a positive working environment ensuring commitment to equality and diversity.			



# PERSON SPECIFICATION

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## Our Values

### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

### TEAMWORK

We work together and we support each other.

## Professional or Career Progression Cadre Competency Framework

*Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.*