

Job Profile – Seasonal Gardener

Location: Hampton Court Palace, Hillsborough Castle and Kensington Palace

Reports to: Gardens Management Team

Responsible for: n/a

Purpose of this role: To support the regular full-time Gardens team by performing basic horticultural maintenance tasks such as planting, grass cutting, weeding, edging, grounds cleansing, leaf collection and other general Garden maintenance jobs.

Date: 27/04/2021

What you will be doing in your role:

- Carrying out garden duties under guidance from others to a good standard so that the appearance and presentation of the Gardens & Estate is maintained to a very high level.
- To support and work closely with other team members, seeking out and responding to issues, immediate needs or occurrences that detract from the garden's appearance or smooth operation.
- Helping volunteers, students, work experience persons or any other individuals that we may have working with us.
- Possess a very simple and basic knowledge of horticulture and recognise a small range of plants in your section.
- After training, safely use a range of horticultural machines and equipment ensuring personal safety and following the related risk assessments.
- Helping visitors by pointing out landmarks, key visitor locations, access points and other important locations within the Gardens & Estate.
- Be flexible and adaptable with working patterns by helping colleagues in other teams depending on work load.
- When required collect litter, empty refuse bins and oversee the cleansing standards of the section.
- When required, participate in a week-end working roster.
- Make every effort to maintain tools, PPE, and machinery ensuring items are stored safely, secured properly and returned after use.

Work Safely

- Look after your own health & safety and that of your colleagues
- Know and follow the relevant rules, procedures and work instructions for the task in hand
- Be aware of the hazards associated with your work and follow the controls identified in the risk assessment.
- Use equipment and tools within guidelines issued and as instructed
- Wear the right personal protective equipment for the task
- Seek assistance where you feel it would be helpful.
- Ensure all accidents and near misses are reported and reviewed.

Safeguarding

- To ensure that all children / young people and vulnerable adults are safe and protected whilst onsite and to be fully aware of Safeguarding reporting procedures should an incident of concern be witnessed

In addition to your main areas of responsibility, the Performance Framework qualities and behaviours that are required from all our people for successful delivery of our Cause and Strategy are summarised below:

Memorable Experiences

Going above and beyond to create personalised experiences that inspire and provoke change.

Simplify and Adapt

Cutting through complexity to find simple solutions and encourage agile ways of working.

Money Matters

Generating the money to grow our impact and care for our palaces; creating a culture of getting better value and increasing our financial headroom.

Fresh Thinking

Demonstrating the courage to push the boundaries, striving to stretch ourselves.

In this Together

Working collaboratively across the organisation, investing time in building trusted relationships to create 'one team – one HRP'.

Other requirements

In addition to the above you are also required to have read and comply with the rules/standards contained in HRP's Code of Conduct, including Health and Safety requirements. The Code of Conduct can be found in your Staff Handbook.