



SEASONAL GARDENER/GROUNDSPERSON

Job Description

ACCOUNTABLE TO: **Head Gardener**
LOCATION: **Dunvegan Castle Gardens**

SUMMARY OF DUTIES

This post requires a person with a can-do and common-sense attitude to join the existing team and assist the Head Gardener with the upkeep of this award-winning garden of national importance which is an RHS Partner Garden. You must be capable of undertaking physically demanding manual tasks in all weathers using your own initiative and working as part of a team.

KEY RESULT AREAS

- 1 Care and Maintenance of the Garden**
 - a.** Assist the Head Gardener to ensure that the vision for the garden is delivered according to the Garden Management Plan.
 - b.** Undertake general garden duties as required which may include operating a wide range of garden plant and machinery.
 - c.** Ensure that all areas of the castle garden, car park, holiday cottages gardens, estate office grounds etc. are maintained to the highest standards.
 - d.** Assist with maintaining Estate garden vehicles, machinery, equipment and tools and storing them securely in accordance with Head Gardeners instructions.
 - e.** Any other tasks as identified by the Head Gardener to ensure the smooth running of the Gardens.

- 2 Customer Care and Communications**
 - a.** Be responsible for developing and maintaining the highest standards of customer care and communications throughout all activities relating to this role.
 - b.** Be responsible for ensuring that the garden is ready for opening to the public in a safe manner and to the 5* standards our visitors expect.
 - c.** Foster a good relationship with other MacLeod Estate staff, visitors and the local community.

- d. Develop a good understanding of the garden and its management to be able to respond positively to requests for information from our visitors and to be able to attend and contribute to department team meetings.

3 Health & Safety

- a. Actively promote awareness of, and be responsible for, your own Health and Safety, ensuring that all statutory and MacLeod Estate requirements are being complied with, and that all machinery and equipment are in safe working order before being operated.
- b. Use garden machinery in accordance with the MacLeod Estate Health and Safety procedures and with due regard for the safety of self and others.
- c. Ensure the safety of visitors by adopting safe working practices at all times and by carrying out regular safety checks and risk assessments as instructed.
- d. Be responsible for maintaining all records and systems associated with Health & Safety relating to the garden and associated areas.
- e. Work with the Head Gardener to ensure all the Gardens team are familiar with all Health & Safety and COSHH regulations as they affect the operations of the gardens and assist the Head Gardener in managing the risk assessments and workplace inspections for the Gardens department.
- f. Ensure all the buildings and garden areas are secured at the end of each day.

DIMENSIONS OF THE ROLE

The post holder must be fully capable of performing all the manual tasks of this role. Working as part of an existing garden team, there are no line management responsibilities associated with this post. The Garden department has a Head Gardener, Deputy Head Gardener, Gardeners and Groundspeople. In addition, seasonal gardeners, groundspeople and labourers are occasionally employed as well as external contractors who are employed on an ad-hoc basis.

KNOWLEDGE, SKILLS AND EXPERIENCE

Knowledge:

- The post holder will be educated to GCSE or equivalent standard.
- General plant knowledge is preferable but not essential.
- Understanding of Health & Safety issues relating to grounds work and gardening in a garden which is open to the public.

Skills:

- Full clean driving licence
- Good communicator able to engage with visitors, team, staff from other departments and contractors
- Good team player who actively promotes the gardens and the rest of the estate.
- Willingness to learn and take direction

Experience:

- Some horticultural experience
- Experience in the safe use and maintenance of a range of horticultural tools and machinery
- Dealing with the public and welcoming visitors