



GROUNDSPERSON

Job Description

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

SUMMARY OF DUTIES

This post requires an experienced groundsperson with a can-do and common-sense attitude, together with experience in all aspects of garden maintenance and hard landscaping work 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. With an ability to drive and maintain a wide range of garden machinery, tools and vehicles, you must be capable of undertaking physically demanding manual tasks in all weathers throughout the year using his or her own initiative and working as part of a team.

Responsible for duties such as mowing, strimming, some drystone walling, garden path maintenance including drainage, road repairs/upgrades, spraying, tree surgery work, hedges, edging and general maintenance of the grounds across the MacLeod Estate. To take an active interest in the horticultural side of things and develop a working understanding of plants.

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 consistent with maintaining the high standards expected by the general public.
 - c.** Be part of the weekend rota of greenhouse and polytunnel watering duties when required.
 - d.** Employ best practise when using chemical sprays by adhering to all the current safety regulations and guidelines.
 - e.** Ensure that all areas of the castle garden, car park, holiday cottages gardens, estate office grounds etc. are maintained to the high standards our visitors expect.
 - f.** Responsible for maintaining Estate vehicles, machinery, equipment and tools and storing them securely in accordance with Head Gardeners instructions.

- g. 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, and help to broaden the appeal and enjoyment of the garden as appropriate through, for example, talks, events, open days, and by communication with other staff.
- 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 dept. has a Head Gardener and Deputy Head Gardener and Gardeners. In addition, seasonal gardeners and groundspeople 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.

Essential Skills:

- Full clean driving licence
- An interest in tree surgery and a view to obtaining training and qualifications in this area

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

Desirable (training available)

- PA 1&6 Pesticides
- Chainsaw certificates
- Tree Climbing and Aerial Rescue certificates
- HSE approved First Aid at Work

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

Prepared by: Hugh MacLeod
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