SEVENOAKS SCHOOL

GARDENER

THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top fully co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd). The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

THE ROLE

The Estates department is looking for a qualified and self-motivated, fast-working and efficient Gardener. This is a varied role which will involve assisting with the maintenance and development of the gardens and grounds on all school sites.

REPORTING TO

This role reports to the Head of Gardens, with day-to-day oversight from the Senior Gardener.

MAIN DUTIES AND RESPONSIBILITIES

To work within the gardens team to maintain and develop all outside areas of the school utilising the following skills:

- Planting, pruning and maintenance of trees, hedges, shrubs, and herbaceous plants.
- All aspects of lawn maintenance using pedestrian and ride-on machinery.
- Keep pathways clear of litter and debris.
- Snow clearing and gritting when required.
- Aid in the maintenance of ponds, fences, walls, paths and patios where possible.
- Periodically assist the Grounds team in maintaining the sports facilities in the school.
- Undertake other duties that are required and are commensurate with the grade of the post.
- Heavy lifting, at times, when required (manual handling training will be provided).
- Working at height will occasionally be required (the appropriate training will be provided).

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties.

We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

PERSON SPECIFICATION

The successful applicant must be able to:

- Work on your own and as part of a team.
- Use own initiative.
- Self-motivate.
- Be adaptable and able to undertake tasks within given time constraints.
- Always work in a safe and tidy manner.
- The successful candidates must be willing to adhere to all departmental and school policies, especially with regard to health & safety.

SPECIAL ROLE REQUIREMENTS

- Will be required to work outdoors in all weather conditions.
- At times the role may require heavy lifting.
- Will be required to use machinery e.g., hedge cutters, strimmers, lawn mowers, tractors etc.

EXPERIENCE AND QUALITIES

Previous experience of working in a school is not a requirement but would be advantageous.

This role is for a qualified gardener. The successful applicant will need to demonstrate that they have:

- The appropriate NVQ level 3 qualification in Horticulture.
- A full driving licence.
- Proven previous experience in maintaining large or historical gardens.

NOTE

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HOURS

This is a full-time role, the basic hours are 40 hours per week, Monday to Friday, 07:00 - 15:00 all year round, although flexibility in these working hours will be required to meet the demands of the role during peak times.

SALARY

Based on the hours above, the salary will be around £33,233.98 per year.

BENEFITS

- Holiday entitlement of 27 days per annum, increasing to 30 days per annum after 3 years of service (excluding bank holidays)
- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Membership of the school's fitness centre
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Sevenoaks School Savers voluntary benefit scheme
- Fee remission policy (terms apply)

CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject

to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please complete the online support staff application form at https://www.sevenoaksschool.org/work-at-sevenoaks/.

The closing date for applications is 29/10/2026 at 23:59.

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.