TONBRIDGE SCHOOL

GARDENER



THE DEPARTMENT AND POST

The Gardens Department is responsible for the care and presentation of the School's extensive and varied outdoor spaces, including ornamental gardens, house gardens, and general grounds.

The Gardener role is an integral part of this team, supporting the Head Gardener in maintaining the high standards of horticultural upkeep across the campus. Working both independently and collaboratively, the post holder will carry out a wide range of gardening tasks and contribute to the overall aesthetic and functional quality of the School environment.





JOB DESCRIPTION

Job Title Gardener

Reporting to Head Gardener

Main Purpose To work with the Gardens team and independently to carry out garden maintenance tasks in the school grounds.

MAIN DUTIES

- To carry out garden maintenance tasks over the different areas of the school grounds.
- To maintain day and boarding house gardens as well as the ornamental gardens.
- To work when required with other departments and boys.
- To carry out a wide range of gardening tasks to industry standard and in a professional manner.
- To adhere to on-going Health & Safety requirements, follow risk assessments when required and maintain appropriate records.
- To communicate on a regular basis with the Head Gardener and Deputy Head Gardener, keeping them fully aware of any issues arising on a day-to-day basis.
- To attend appropriate training courses as required by the Head Gardener.
- To undertake any other related duty as requested by the Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding Tonbridge School and The New Beacon, its staff and its business. Information must not be communicated to other persons in or outside our Schools except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Skills and Abilities

- Working knowledge and experience of gardening skills including Health & Safety.
- Good verbal communication skills with an ability to deal with a wide range of people including school staff and boys in a professional and friendly manner.
- Ability to work effectively as part of a team to deliver organisational objectives and a culture of continuous improvement.
- Team player with willingness to support others in their roles.
- Ability to work proactively and independently.
- Hard-working, dependable, with a professional approach to work.
- Reliable and trustworthy.

Qualifications and Experience

- Horticultural qualifications at RHS/City & Guilds Level 2.
- Proven track record of maintaining gardens along with sound and current horticultural and gardening skills.

HOURS OF WORK

This is a full-time, all-year-round post of 39 hours per week, nominally Monday to Thursday 7.45am to 4.15pm and Friday 7.45am to 3.15pm, with 30 minutes' unpaid lunch break.

REMUNERATION AND BENEFITS

Competitive salary dependent on qualifications, skills and experience.

Generous benefits package including:

- Pension scheme
- Annual leave plus statutory bank holidays
- CPD opportunities
- Opportunities for development and progression
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at
https://www.tonbridge-school.co.uk/jobs

Apply via our online application form or send your completed application form to:

hrdept@tonbridge-school.org
01732 365555

Applications forms should be completed in full attaching a current cv.

Closing Date: Wednesday 21 October 2026 at 10am.

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

TONBRIDGE
ONLY CONNECT

Tonbridge School
High Street
Tonbridge
Kent TN9 1JP
+44 (0)1732 365555
hrdept@tonbridge-school.org

TONBRIDGE-SCHOOL.CO.UK

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TONBRIDGE SCHOOL

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