



Candidate Information
Gardener

July 2022

The Department

Reporting into the Estates Bursar, the Head Gardener leads a small team of full-time gardeners who work across all the School sites. This is a busy department responsible for the maintenance, landscaping and improvements to the extensive and prestigious School gardens. In addition, staff assist the maintenance and grounds departments with the preparations for functions and events.

The Post

The post is for a full-time gardener, responsible to the Head Gardener, to assist in the maintenance, landscaping and improvements to the School gardens across all sites.

Main tasks will include:

- Undertake all aspects of garden maintenance as directed by the Head Gardener, including:
 - lawn maintenance and hedge trimming;
 - upkeep of plants and borders;
 - propagation of plants;
 - pruning and planting;
 - School nursery;
 - leaf raking and litter picking.
- Contribute to the planning and improvement programmes across the School sites;
- Assist in the upkeep of external furniture;
- Assist maintenance staff, as requested, in setting up for School events and functions, including car parking.

The successful applicant will be someone who will really enjoy working outdoors in all weathers, is able to work unsupervised to a high standard, is very self motivated and takes pride in their work. Ideally, candidates will have some experience, be competent in the use of the relevant machinery and equipment, and hold a full driving licence. Some previous gardening experience is essential.

The hours of work are 7.30am – 4.30pm Monday to Friday, with some overtime available as necessary. The salary is circa £18,900 per annum for applicants over 21 years old. A separate scale is available for those aged 16 to 21 years old. The annual holiday entitlement is five weeks, plus bank holidays. Staff are provided with a uniform and full training will be given.

Application Process

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

Covering letters of application should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements.

To apply, complete the [application and monitoring form](#) and email it with a covering letter to hradmin@svs.org.uk or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Kent ME17 3HL.

Closing date: Friday 3rd June 2022

Sutton Valence School is an equal opportunities employer.



The School

Sutton Valence School consists of Sutton Valence School (SVS) and Sutton Valence Preparatory School (SVPS). SVS is an independent, HMC co-educational day and boarding school. It is part of, and overlooks, the picturesque village of Sutton Valence six miles from Maidstone. The roll at Sutton Valence is currently 560 pupils between the ages of 11 and 18 of which 113 are boarders. Contained within the 100 acre site, there are excellent games pitches, a superb all-weather playing surface and a sports centre which contains a state of the art fitness suite. The School has a fine musical tradition and a flourishing drama department. Sutton Valence Preparatory School occupies its own site in the neighbouring village of Chart Sutton and currently has 265 pupils between the ages of 2 and 11.

Vision, Mission and Ethos

Vision

Through membership of our community and the academic and co-curricular opportunities it provides, we believe that all young people in our School will be enabled to fulfil their true potential. We want our students to be confident civilised, tolerant and open-minded individuals who possess a love of learning and a strong set of values reflecting our principles as a Christian Foundation.

Our **Mission** is to provide:

- A caring, supportive and inclusive community for the education of children aged 2-18, day and boarding;
- A challenging, relevant and broad curriculum delivered in ways that allow all to achieve;
- An outstanding range of sporting, artistic, cultural and social activities, and opportunities so that children can develop skills such as self-discipline, commitment, leadership and teamwork;
- A safe, secure and stimulating environment which promotes excellence, independence and high standards whilst providing support to all who need it;
- A grounding in moral and spiritual understanding which will promote respect for others, along with self-respect.

Ethos

A community where each cares for all and individuality is cherished.



Benefits to Working at SVS

Pension

The School operates a contributory pension scheme which is open to all members of staff. Support Staff are offered the opportunity to join a defined contribution (DC) scheme, and currently offer two levels contribution. With Option One, the employee contributes five per cent of their salary, and the School contributes three per cent. With Option Two, the employee contributes seven per cent and the School contributes 14 per cent.



Fee Remission



All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 65 per cent for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

Free School Meals

All staff are provided with free school meals.



Benenden Healthcare Membership



All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month, however, the School pays up to 80 per cent of contributions, based upon length of service. Further Information is available from the Bursary.

Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports.



Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. Both sites have disabled bays available.





Sutton Valence School

North Street

Sutton Valence

Kent ME17 3HL

www.svs.org.uk

01622 845200

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