



# Candidate Information

## Gardener

August 2025

## 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 be competent in the use of commercial garden machinery and equipment and hold a full driving licence. Some previous gardening experience in a commercial environment is essential.

The hours of work are 7.30am – 4.30pm Monday to Friday, with some overtime available as necessary. The salary is circa £25,400 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

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

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

Do not meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At SVS we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your past experience does not align perfectly with every qualification or experience in the information provided, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

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.

Further information about Sutton Valence School can be found on our [website](#).

To apply please complete the [application and monitoring form](#) and email it with a covering letter to [hradmin@svs.org.uk](mailto: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 15th August 2025

*Sutton Valence School is an equal opportunities employer.*

*Please note: we reserve the right to appoint prior to the closing date.*

## 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 285 pupils between the ages of 2 and 11.



## Vision, Mission and Ethos

### Vision

Through our community values, broad curriculum, and extensive enrichment opportunities, we believe that all young people at Sutton Valence School will be inspired and supported to fulfil and exceed their potential. We want our students to be open-minded individuals who possess a love of learning, are confident not arrogant, and have a strong set of values reflecting our principles as a Christian Foundation.

**Our Mission** is to have a School where one will find:

- **Care**

A caring, safe, supportive and kind community for the education of children aged 2 to 18, in a day and boarding environment

- **Challenge**

A challenging, relevant and broad curriculum encouraging curiosity, delivered in ways that allow all to achieve

- **Choice**

An outstanding range of creative, cultural, social and physical activities so that all can develop skills such as self-discipline, commitment, leadership and teamwork

- **Culture**

A culture of curiosity and celebration of diversity which promotes excellence, independence and high standards, whilst providing support to all who need it

- **Community**

A grounding in moral and spiritual understanding which promotes respect for others, along with self-respect, enabling all to contribute positively to their School community and the world beyond it

### Ethos

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

# Benefits to Working at SVS

## Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work. Classrooms are well resourced. All teaching staff have their own devices, and our ICT facilities are regularly upgraded to support the latest teaching initiatives. Excellent discipline, support and pastoral systems help ensure successful teaching and learning.

## 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% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

## Staff Development

The School has a strong commitment to professional development with a substantial budget for whole School training and individual courses, support towards degrees, teaching qualifications and apprenticeships.

## Staff Social Events

The School holds social events such as an end of year BBQ, staff drinks and canapes with the Headmaster at the start of the year, regular staff drinks at SVPS and the Support Staff Christmas Lunch.

## School Meals

Lunches during term time are provided at no cost by our excellent caterers. Complimentary tea, coffee and other refreshments are available throughout the day.

## Benenden Healthcare Membership

All staff are welcome to join the [Benenden Healthcare Scheme](#). The cost of joining Benenden is currently £15.50 per month; the School pays up to 80% of contributions, based upon length of service. Further information is available from the Bursary.

## Pension

Academic staff are offered membership to the TPS or to the [APTIS DC Scheme](#). The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Support Staff are offered the opportunity to join a [defined contribution \(DC\) scheme TPT](#), and currently offer two levels of contribution. With Option One, the employee contributes 5% of their salary, and the School contributes 3%. With Option Two, the employee contributes 7% and the School contributes 14%.

## 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. The Prep School has both an outdoor swimming pool and play equipment available for staff to use.

## Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. The Senior site has five EV charging points, and both sites have allocated accessible bays.

## Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; [Octopus Electric Vehicle](#). Basically, this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

## Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

## Eye Tests

If you need to use a computer for a significant amount of time a day for your job, you may be eligible for a free eye test.



**Sutton Valence School**

North Street

Sutton Valence

Kent ME17 3HL

[www.svs.org.uk](http://www.svs.org.uk)

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