



School Gardener and Maintenance Support

South Lee Prep School & Nursery, Bury St Edmunds

Job Title: School Gardener and General Maintenance

Location: South Lee Prep School & Nursery, Nowton Road, Bury St Edmunds

Hours: 12 hours per week. Flexible, agreed in advance. All year round.

Salary: £8,000 p.a

Probationary Period: Six months

Reports To: Finance Manager and Compliance Manager

We are looking for someone passionate about gardening who will nurture the school grounds to look tidy, beautiful, green and bring joy to the children, staff and parents.

South Lee Prep School & Nursery is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Purpose of the Role

You will work with the Finance and Compliance Managers to develop the outdoor areas of the school site to enhance the area with green spaces, look after the flower beds, plants, outdoor play area and equipment, the Coronation and Jubilee gardens and maintain and enhance the beauty and presentation of the school.

Job Description

Key Responsibilities

Garden and Grounds

- Maintain the grounds to ensure that they look beautiful, clean and tidy
- Cut grass, trim small hedges, maintain flower beds and baskets
- Repair, if needed, outdoor play equipment
- Develop and deliver a planting programme.
- Maintain all outdoor spaces including the Forest School area, Nursery and Reception Garden and car park
- Maintain all flower beds, including newly proposed coronation garden
- Develop the site to become a green haven, working within a budget.
- Monitor the development of the trees and ensure they are free from growth to aid visual inspection.
- Support teaching staff with gardening activities and plant related activities
- Maintain the school grass area, re-seeding as necessary.



- Work with the school caretaker to keep the school looking good at all times of the year.
- The option to run a gardening club would also be something to consider.

Other Duties and Responsibilities

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality, and attendance
- The school has a positive profile in the community, and the school gardener is expected to help maintain that profile by being a positive representative of the school at all times.

Person Specification

Attributes of a successful candidate:

- Passion for the outdoors, plants and the environment
- Able to use garden tools (Hedge cutters, lawn mowers etc)
- Friendly and a good communicator;
- Able to complete a variety of tasks without supervision;
- Hard-working and energetic;
- Able to complete physically demanding work;
- Organised;
- A sense of humour;
- Ability to stick to time schedules;
- Inclusive, kind, and empathetic.

Terms of Employment

- A flexible part-time role 12 hours a week
- Leave to be taken during less crucial periods in the gardening calendar and agreed in advance by the Finance/ Compliance Manager.
- There may be requirements in busy periods to work additional hours. These would be agreed by both parties in advance.
- This job description may be amended to meet the demands of the School.

Staff Benefits:

- Collaborative and supportive work environment
- Company pension contributions
- Competitive school fees



- Continuing professional development opportunities
- Free lunch each day
- Free onsite gym
- On-site parking available
- Fantastic colleagues!

If you would relish the opportunity of working with us in our supportive and stimulating professional environment, then we would welcome your application.

To find out more:

For any further information contact our recruitment email address, telephone 01284 754654 or visit: <https://www.southlee.co.uk/work-with-us>.

How to apply:

- Job Description, Application Form & Equal Opportunities Monitoring Form can be found on our school website.
- Application Form and Equal Opportunities Monitoring Form should be emailed directly to our recruitment email.