
St. Mark's Gardener

Job Description

Job purpose

To be responsible for general gardening of the church of St. Mark's Church.

Note - the St Marks campus incorporates the Church, Centre and T.A.N.G.O. Warehouse buildings. On site there is also a car park, graveyard, dog walk and children's play area. All of the above will be within the remit of the job, although the community garden is overseen by a team of volunteers and is not where your hours will be spent.

Job requirements and benefits

Role title	Gardener
Location	St. Mark's Church campus
Timings	10 hours per week, flexible but by arrangement with the Line Manager, and after consulting the church diary to avoid external bookings
Contract	Permanent, with the provision of successfully completing a 6-month probationary period
Salary	Real Living Wage. Currently £12.60 per hour, £6,570 per annum, subject to normal PAYE and NI deductions. The Employer will be responsible for normal deductions for employer PAYE/NI contributions.
Holidays	24 days, plus bank holidays, plus two extra days for Christmas, pro-rata for the hours worked. The holiday allowance is 68 hours per annum.
Notice Period	You are required to provide St. Mark's with four weeks' notice if you intend to resign from your employment. You are entitled to receive four weeks' notice during the first five years of employment and after that one week's notice for each subsequent completed year of service, up to a maximum of 12 weeks' notice.
DBS	N/A
Other Benefits	A pension scheme is available

Key Attributes

Essential

- Knowledge of basic Health and Safety Procedures and Hazards
- Basic Gardening skills
- Ability to organise and prioritise workload for self
- Ability to communicate with adults and public at all levels.
- Ability to undertake routine paperwork.
- Being physically capable of the duties listed in the Responsibilities section, which will include some lifting
- Carrying out duties safely and within Health and Safety regulations
- A keen eye for detail
- Ability to work effectively and supportively as a member of the church team
- Ability to work on your own initiative, dealing with any unexpected problems that may arise
- Ability to work in an organised and methodical manner
- To respect and support that St. Mark's is a Christian organisation

Desirable

- Relevant experience of all aspects of gardening
- A regular worshipping member of a Christian church
- A full UK drivers license

Responsibilities

- To report any damage or defects to the appropriate person.
 - To ensure that all gardening equipment is kept in a clean condition and any defects are reported to the Wardens, also stored safely and securely.
 - To carry out any portorage duties of whatever reasonable nature, bearing in mind the requirements of the manual handling regulations, including moving or assembling furniture or equipment.
 - Routine gardening of grounds.
 - Mow and edge lawns around the church (clippings to the skip)
 - Tending flower beds – wedding, dead hearing, pruning etc.
 - Cut hedges in the gated garden at the side of the Church and around the Cenotaph
 - Remove vines from the church wall after leaf fall
 - Weed block paving and all paths around the church (manually or weed killer)
 - Weed around the centre building and in front of T.A.N.G.O
 - Collect fallen leaves and debris on pathways between the centre and warehouse buildings
 - Collect the litter and recycle where possible
 - Maintain equipment i.e. service of lawnmower
 - Order skips when required and ensure gates are open when the skips arrive and close them once the skips have been delivered
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- In winter
 - cutting back and removing dead material from flower beds
 - prune back pyracanthas at the back of the church
 - clear pathways and make them safe
 - Organising the productivity of a volunteer team.
 - To respond, if necessary, in emergency situations during and after normal working hours in accordance with the wishes of the Warden(s).
 - A willingness to participate in training and development opportunities offered by St. Mark's.
 - To provide receipts and account for expenses incurred while executing the role.
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