

Job Description and Person Specification

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| Job title: | Gardens and Groundskeeper |
| Salary: | £21,160 |
| Working hours: | 37.5 hrs per week |
| Contract type: | Permanent |
| Reporting to: | Head Gardener |

About us

Norton Priory Museum and Gardens is a leading visitor attraction in the Liverpool City Region. Situated in Runcorn, Cheshire, the site extends to 42 acres and is recognised as Europe's most excavated monastic site. Spanning 900 years of history, Norton Priory is a key cultural venue, hosting a range of events and from April 2023, will become one of Arts Council England's National Portfolio Organisations.

The site is operated by The Norton Priory Museum Trust Limited, an independent charitable trust, which was founded in 1975. Key features of the site include the medieval remains of the priory, the Georgian walled garden, the visitor centre, which includes the medieval undercroft and two exhibition galleries, and the woodland which includes summerhouses, play areas and a stream glade.

We pride ourselves on providing a high-quality visitor experience and a warm welcome to all our visitors, which means customer care is central to all we do. The Trust's mission statement outlines the key elements of the work of the Trust and of the organisation's priorities: *To conserve, champion and celebrate the heritage, landscapes and collections of Norton Priory for present and future generations.*

The varied nature of the work we do also brings opportunities for team members to be involved in a wide range of activities at the site. There is more information about Norton Priory on the website at www.nortonpriory.org.

Your job

As Gardens and Groundskeeper, you will work as part of Norton Priory's outdoor team, helping to care for the site's gardens and grounds which extend to 42 acres. Your work will vary with the seasons, with grass-cutting being a priority in the summer months. In the winter months, work will include repairing paths and clearing leaves.

Specialist equipment is provided in conjunction with this role, much of which is battery powered, to promote environmental sustainability and to reduce noise and vibration levels during usage. Training will be provided in using equipment and PPE items are provided to ensure safe working practices at all times.

This role is based at Norton Priory Museum and Gardens, but you may be required to support the team with work off site, such as setting up displays or exhibitions at regional shows. Part of Norton Priory's grounds are designated as a Scheduled Monument, in recognition of the national importance of this archaeological site.

During term time, most of your work will be on weekdays, although you may be required to work on weekends in line with business need. In school holidays, the work is more likely to be spread across the week. Working hours will include evenings and Bank Holidays.

The Trust is committed to complying with the European General Data Protection Regulations

(GDPR) and meeting the requirements of the Information Commissioner's Office. It is your responsibility to ensure your work on behalf of the Trust is compliant with these regulations.

Key functions of this job

Your work will include:

- Supporting the Head Gardener in ensuring a high standard of presentation and horticultural expertise is maintained across the site.
- Carry out agreed programme of work, including tractor and trailer operations including loading, tipping and operating tractor mounted implements, grass-cutting using a tractor and hand-held mowers, weeding, planting, strimming, hedge-trimming, pruning, seeding, chemical control, supervised propagation, hedge-trimming, litter picking and general clearance of the site.
- Following necessary procedures when working in areas which are part of the Scheduled Monument, including undertaking tasks to support the long-term conservation of the medieval ruins and this important archaeological site.
- Work with the Head Gardener and the Ranger to care for the woodlands and orchards.
- Assisting the Head Gardener and the Volunteer and Digital Coordinator in supporting volunteers working in the gardens and grounds, as required
- Maintenance, security, cleaning and safe use of all tools, equipment and buildings used in gardening operations and to report any identified issues or needs to the Head Gardener at the first opportunity.
- Maintain checklists for regular buildings, play equipment and grounds maintenance, assisting in the arranging of testing for plant and equipment, and supporting the Head Gardener in keeping up-to-date records of all test certificates and relevant paperwork.
- Undertake regular site checks as part of safety procedures and respond to any identified issues as a matter of urgency.
- Ensuring the safety of all visitors, participants, staff and volunteers at all times in accordance with operational procedures and the Trust's codes of conduct, including the safeguarding of young people and vulnerable adults.
- Providing a warm welcome to all visitors and participants at all times and responding positively to any approaches for information or assistance from visitors.

There are also a range of other aspects of the site which all team members are involved in. These include:

- Supporting team members with opening and closing the building at the start and end of the day.
- Providing cover for the front desk as required, for example at lunchtimes.
- Supporting the delivery of weddings and other private hire events. These events will include 'out of hours' working.
- Be part of a culture of continuous improvement, ensuring that Norton Priory remains at the forefront of cultural and creative excellence for the benefit of all.
- Any other duties commensurate with the role.

Please note that this role is subject to an Enhanced DBS check. A full driving licence and access to a vehicle is also required for this position. A generous pension scheme is also available to successful candidates.

Skills and Experience:

| | Essential | Desirable | How Assessed* |
|--|-----------|-----------|---------------|
| 5 GCSEs or equivalent, including English and Maths. | ✓ | | A |
| Experience of grounds maintenance in a similar, public-facing environment. | ✓ | | A / I |
| Experience of working with a range of power tools and an awareness of the safety considerations when using such equipment. | ✓ | | A |
| Experience of working independently and being able to remain focussed on completing tasks within agreed time scales. | ✓ | | A / I |
| Friendly and approachable manner. | ✓ | | A / I |
| A reliable approach, with good organisational and timekeeping skills. | ✓ | | A / I / T |
| Proactive, with the ability to adapt to change quickly and easily. | ✓ | | A / I |
| Engaging and enthusiastic, particularly when approached by members of the public. | ✓ | | A / I |
| Basic IT skills including working knowledge of Microsoft Office Word and Outlook (or willingness to learn). | ✓ | | A |
| Ability to work independently and as part of a team. | ✓ | | A / I |
| Being committed to 'Team Norton', ensuring customer service and company values are upheld at all times through own actions and effective team working. | ✓ | | A / I |
| Treat colleagues and external partners with respect at all times. | ✓ | | A / I |
| Protect the reputation and brand identity of Norton Priory Museum and Gardens at all times. | ✓ | | A / I |
| Values aligned to the organisation's commitment to anti-discrimination and equal rights for all. | ✓ | | A |
| Ability to work flexible hours, including term time, school holidays, evenings, weekends (on a rota basis) and Bank Holidays. | ✓ | | A |
| Experience of working in a museum, heritage or other cultural site or venue. | | ✓ | A / I |
| Experience of working with volunteers, as part of a wider 'on-site' team. | | ✓ | A / I |
| Experience of working on a Scheduled Monument or other similar, protected site. | | ✓ | A |
| Gardening or equivalent NVQ qualification or similar. | | ✓ | A / I |

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| Background, experience or qualification in relevant subjects – e.g. caring for historic structures, experience working on a Scheduled monument or visitor attraction. | | ✓ | A |
| Awareness of pests and / or diseases which have the potential to cause long term damage to plant life. | | ✓ | A |

***Note on 'How Assessed' section:**

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| A | Assessed via information provided on Application Form |
| I | Assessed as part of the interview process |
| T | Assessed as part of short Task during interview process |