



Gardens and Grounds Supervisor

An excellent opportunity has arisen for an experienced gardener looking to further their career, or for someone currently in a similar position to join the team caring for the historic gardens and grounds of Scone Palace as a team supervisor. The 100 acres of gardens and grounds include a fine tree collection, Victorian Pinetum, maze and an expanding plant collection.

The successful applicant will be working directly with the Head Gardener to ensure that all areas including the wider designed landscape, are maintained and developed to the highest standards, instructing and managing staff and volunteers in their daily duties.

The team also support other departments of this 5-star tourist attraction, particularly Palace and Events during events held in the gardens and grounds.

There is an exciting programme of developments underway and in planning within the gardens and grounds, walled garden and surrounding landscape.

Experience in the use and maintenance of tools and machinery is key for this role as is an understanding of relevant health and safety legislation, ensuring deadlines are met whilst carrying out work in a safe and efficient manner.

Applicants must be passionate about plants and gardens and the presentation of them, be able to work in a flexible and adaptive manner plus be a positive communicative team member able to inspire others. Weekend work will be required on a rota system.

We will be looking to carry out interviews for this post in the week commencing 20 June.

To apply: complete an application form and return to: hr@scone-palace.co.uk
Scone Palace, Perth, PH2 6BD

Job Description: Gardens & Grounds Supervisor, Scone Palace

Job Title:	Gardens & Grounds Supervisor	Responsible to:	Head Gardener
Main purpose of job:	The Gardens & Grounds Supervisor will work directly with the Head Gardener to ensure that all areas of designed landscape are maintained and developed to the highest standards, with the assistance of the wider gardens team (including volunteers).		
Main responsibilities include:			
<ul style="list-style-type: none"> - Instructing and managing staff in their daily duties and sole supervision of staff when required - Instructing and directing Volunteers as required - Ensuring systems to manage the monitoring of tools, equipment, machinery and vehicles are followed - Working with the Head of Events supporting event set-up and decommissioning to ensure a successful event throughout grounds and parklands locations - Carrying out maintenance as appropriate in Parklands - Having a current knowledge of machinery and maintenance of tools and machinery, and be able to quickly build on your existing knowledge and skills as necessary <p>In the Head Gardener's absence there will be a greater level of responsibility which will include:</p> <ul style="list-style-type: none"> - Assigning jobs and tasks to the gardeners - Prioritising the workload of yourself and others - Receiving and checking deliveries - Corresponding with suppliers, contractors and engineers - Upkeep of relevant estate property - Understanding and implementation of relevant health and safety legislation - Ensuring work is being carried out in a timely manner and to a high standard - Conducting yourself in a professional manner - Consistently promoting attention to detail and high quality of delivery <p>Day to day gardens upkeep:</p> <ul style="list-style-type: none"> - Carry out seasonal maintenance of flower, shrub, vegetable gardens and lawns, including trees, hedges, shrubs, roses, climbers, herbaceous plants and annuals. - Carry out formative, seasonal and rejuvenating pruning of deciduous and evergreen trees, shrubs, climbers and hedges. - Ensure the cleanliness of the propagation areas, greenhouses and cold frames. Cleaning and watering/damping down as required. - Propagating plants from seed and vegetative means, pricking out and potting on stock as required. - Use of garden machinery as necessary including mowers, strimmers, mini tractor and trailers, scarifiers, and other machinery and hired plant. Not to use any such equipment unless trained in its use and to be aware of the contents of the Manufacturers Users Manual paying particular notice of safety and maintenance notices. Report immediately any faults with such equipment to the Head Gardener - Machine maintenance under supervision. - Specialist turf maintenance. - The appropriate, timely and safe use of pesticides, as directed under suitably qualified supervision and if appropriate, subject to you holding valid certification. - Optimum use of composting systems. - Maintenance of paths, walls, gates and other hard landscaping. - To maintain a safe and tidy work area. When working with equipment to be aware of other members of 			

staff and visitors.

- To have an understanding of all current health and safety legislation. To use the correct PPE. To use tools and equipment only for the purpose for which they were designed and report any Health and Safety Issues immediately to the Head Gardener.
- Any other reasonable duties as directed by the Head Gardener.

This job description is a guide to the nature of the work required; it is not wholly comprehensive or restrictive

May 2022

Person Specification: Gardens & Grounds Supervisor, Scone Palace

FACTOR	ESSENTIAL (E) Or DESIRABLE (D)
<p>QUALIFICATIONS</p> <p>Full driving license</p> <p>Machinery & Equipment tickets including: Mower & Brushcutter</p> <p>Pesticide Application: PA1 & PA6</p> <p>Tractor driving</p> <p>Chainsaw</p> <p>MEWP trained</p> <p>Scaffold trained</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
<p>KNOWLEDGE & EXPERIENCE</p> <p>Experience in a similar role</p> <p>Supervisory experience</p> <p>Good understanding of Health & Safety</p>	<p>E</p> <p>D</p> <p>E</p>
<p>SKILLS AND ABILITIES</p> <p>Ability to follow instructions and procedures without constant supervision.</p> <p>Ability to work independently & use initiative</p> <p>Work in a systematic and orderly manner</p> <p>Ability to engage with a diverse range of colleagues & visitors</p> <p>Ability to support and motivate colleagues</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>PERSONAL QUALITIES</p> <p>Attention to detail</p> <p>Excellent communication, presentation and interpersonal skills</p> <p>A commitment to delivering the highest standard of service</p> <p>A flexible and adaptive manner and positive attitude</p> <p>The ability to work efficiently in a busy environment</p> <p>The ability to work well within a team</p> <p>The willingness to undertake any training necessary for the role</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>MOTIVATION</p> <p>Proactive approach to work</p> <p>Reliable and keeps good time</p> <p>Demonstrates drive and commitment</p>	<p>E</p> <p>E</p> <p>E</p>