

**The Foundation of the
ROYAL ALEXANDRA AND ALBERT SCHOOL
THE GATTON TRUST**

Gatton Park is a 250 acre estate which is owned by a charitable foundation called “The Royal Alexandra and Albert School”. The role of this foundation is to support a state boarding school, with approx. 1000 pupils.

The Gatton Trust is a charity which works alongside the school to restore and maintain this historically important landscape and to share it with the local community.

JOB DESCRIPTION

Post Title:	Garden and Park Manager
Responsible to:	Chief Executive, Gatton Trust The Foundation Secretary, The Royal Alexandra and Albert School
Accountable for:	Park Warden, RAAS School Gardeners and Gatton Trust Volunteers.

JOB PROFILE:

The job is to both oversee and undertake the restoration, management and development of the gardens and parkland as outlined in the Management and Conservation Plans and manage a small team of staff and volunteers to achieve the objectives of the charity. He/she will manage the budgets for the park and gardens team.

He/she will also give tours and talks to external groups to promote the work of the Gatton Trust, assist the staff of the Royal Alexandra and Albert School (RAAS) to promote the use of the park as part of curricular and co-curricular activities.

KEY RESULT AREAS:

The post holder shall:

Park and Gardens Management

- Oversee the overall management of the gardens and park under the guidance of the Chief Executive and Gatton Trust Trustees and in line with the conservation and management plans.
- Ensure all practical work is carried out to the highest standards. This will include practical gardening, and woodland, grassland and estate management.
- Work in a hands-on capacity to develop the gardens so they maintain horticultural interest throughout the year.
- Assist the Chief Executive in developing and acquiring funding for projects to

- advance the objectives of the Trust
- Build good relations, and work closely with contractors, to assist with the development of the park and gardens
- Oversee the safe operation, maintenance and record keeping of all equipment.
- Review practices regularly to ensure that resources are being used efficiently
- Oversee the planting and maintenance of the gardens around school buildings.

Property Management Planning

- Work with the Gatton Trust Staff and external consultants towards the production of management plans, and the planning and prioritising of all practical park and gardens work.
- Familiarise themselves with the agri-environmental schemes, designations and existing grants on the property.
- Devise, conduct and act upon various ecological surveys across the sites.

Supervision of staff, volunteers etc.

- Be responsible for the day to day management of the Park Warden and volunteers. Ensuring safe working practices, plan and prioritise work schedules to ensure work is completed as efficiently as possible.
- With the Park Warden develop the practical volunteer teams, seeking out new opportunities and ways of working to achieve our goals.
- Develop and lead work parties in practical estate work including local and corporate volunteer groups.
- Manage the gardeners to maintain the school borders and planting
- Liaise and establish good active working relationships with RAAS staff, local residents, neighbours and neighbouring farmers.

Finance and Budgeting

- To oversee the budget for the park and gardens, ensuring that funds are efficiently spent and wastage is kept to a minimum.
- Ensure all cash handling is carried out in a safe and efficient manner using correct procedures.

Health and Safety

- Take reasonable care for the health and safety of yourself and of others.
- Ensure all aspects of Health and Safety are carried out to national regulations and standards and that Gatton Trust policies on Health and Safety are fully implemented in order to ensure the safety of the public, staff and volunteers within the parkland and gardens
- To oversee the tree safety inspection programme with the Park Warden. Conduct workplace inspections, machinery inspections etc as required.
- Write and implement risk assessments and other safety works with the Park Warden. Ensure that these are review annually and kept up to date with changes in regulations.

Stock Management

- In conjunction with other staff, manage the livestock on site. This will involve being on call out-of-hours and will therefore require residency on site. Providing advice on paddock management would be desirable.

General & Administration

- The employee is expected to work at weekends or in the evenings as necessary for events, open days (first Sunday of the month Feb-Oct) and other activities with time off in lieu as agreed with the Chief Executive.
- Assist with recruitment of new staff as required.
- Provide information for the quarterly Trustees reports for Gatton Trust meetings
- Be accountable for own development through the Performance and Development Review (appraisal) process seeking out opportunities to learn new skills. Undertake training courses, workshops etc as and when required.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to RAAS policies and procedures.

External Contacts

- *Visitors, tenants, local residents, volunteer groups, and local societies. Relevant external agencies and partner organisations such as National Trust, Forestry Commission, Surrey Hills ANOB, Natural England, Reigate and Banstead Conservation Officer, Reigate and Banstead Tree Officer, Gatton Park Angling Association.*

DBS Check

- The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.