



**PENSHURST PLACE**  
AND GARDENS

**JOB TITLE:** Assistant Head Gardener

**REPORTING TO:** Head Gardener

**SALARY:** Negotiable, depending on experience.

**HOURS:** The position is full time, generally Monday to Friday with occasional weekend duties on rota, and will become permanent after a three month trial. The working week is 39 hours starting at 07:30hrs until 17:00 (winter 16:30) with ½ hour unpaid break in the morning and 1 hour unpaid break for lunch. There is also a paid break in the afternoon.

**HOLIDAYS:** 28 days per year plus Bank Holidays

**JOB SUMMARY:** Penshurst Place is one of the oldest family owned estates in the country set in 2500 acres of rural Kent countryside. It is a top visitor attraction, wedding and events venue, and a working country estate. This historically important private house and garden is open to visiting public through much of the year. The 700 year old gardens include a C17th 11 acre walled garden laid out in 'rooms' surrounded by yew hedges, Elizabethan formal lawns and parterres, informal meadow style planting, historic parkland, and watercourses and ponds. The Assistant Head Gardener will work directly under the Head Gardener to assist in the maintenance and management of the grade 1 listed gardens and grounds, and the gardens maintenance staff.

**The following should be helpful in preparing your application as desirable qualities and experience**

As a person of intelligence and integrity, with a mature outlook and professional manner, the role will include instructing staff, both full time and part time, in their daily duties and supervision of staff when required. There will be a greater level of responsibility in the Head Gardeners absence which will include work prioritising, taking deliveries, playground inspections and ensuring work is carried out in the manner required. The Assistant Head Gardener will lead by example and promote attention to detail and finish.

The Assistant Head Gardener will also assist the Head Gardener in the upkeep and production in the glasshouse, and with the supply of house plants and some vegetables for the House.

The Assistant Head Gardener will monitor and manage the department's tools and machinery.

The Assistant may be asked to undertake tours or engage in public speaking at times representing the gardens and Estate.

The Assistant Head Gardener will be licensed to apply pesticides and/or certified in the use of chainsaws and felling. The Assistant Head Gardener should be able to (or willing

to learn how to) use a variety of tools and machinery including hedge trimmers, brush cutters, lawn mowers and tractors. The role often includes working at heights, often from ladders, pruning etc so the candidate should ideally be comfortable with heights.

As the gardens are not easily served by public transport, and driving may be necessary as part of the job, the Assistant will have a full UK drivers Licence and own transport.

The Estate will endeavour to provide training and instruction which is suitable to the undertaking of the role.

The job includes occasional Duty Management shifts which also usually ties in with green house duties and weather recording in the morning and closing of greenhouses in the evening. This will include at least one bank holiday and some days during the Christmas/new year break. There may also occasionally be other duties including first response to a fire alarm or emergency, or opening the swimming pool cover for the family.

### **COMON RULES AND RESPONSIBILITES**

To maintain good relations with colleagues at all times; including temporary and part time staff, contractors, estate tenants, visitors and members of the public, remaining courteous and polite at all times

To keep physical assets of Penshurst Place Estate free from damage and/or misuse

To undertake training as required to fulfil the needs of the position

To observe all fire regulations, Health and Safety and security regulations and in particular to take reasonable care both for your own safety and that of others that could be affected by your actions

### **PERSON SPECIFICATION**

Relevant qualification or experience in Horticulture

Comfortable working with people with different levels of knowledge and skills

Comfortable working around the general public

Friendly and articulate

Tidy in their work paying attention to detail

Conscientious

Security-minded

Self-motivated

Flexible

Please **apply in writing** with a CV and a covering letter outlining your suitability for this position and send to:

Cory Furness  
Head Gardener  
Penshurst Place and Gardens  
Penshurst  
Tonbridge  
Kent  
TN11 8DG