

JOB DESCRIPTION – GARDENER/HOUSEPERSON

MODEL FARM

Job purpose

To provide day-to-day gardening, maintenance support and security within the private residence of Sarah, Countess of Leicester, ensuring the garden, property and its contents are maintained to the highest standards while respecting the privacy of the household.

Responsibilities

- To clean and maintain the hard surfaces around Model Farm and treat them when required.
- To maintain sheds and greenhouse, ensuring that they are tidy and well kept.
- To water the garden.
- To mow the lawns.
- Planting and maintenance of trees, shrubs, herbaceous plants, ground cover and annual bedding, hedge cutting.
- The use of mowers, strimmers and leaf blowers.
- To cultivate the vegetable garden.
- Maintenance and care of equipment including oil level checks and checking for damage.
- To apply chemicals where appropriate.
- To be aware of the Health and Safety requirements and carry out all duties in compliance with legislation.
- To deal with contractors to site
- To valet car as required and undertake routine maintenance, to include checking oil, water and tyres. Ensure car is serviced regularly and MOTs are current.
- To run errands.
- To undertake occasional driving duties.
- To walk and feed dogs as required.
- To replenish log baskets and lay fires as required.
- To empty bins and look after waste recycling and compost as required.
- To ensure Model Farm is kept secure at all times and respond to fire and security alarms.
- To carry out internal maintenance jobs as required.
- To seek assistance from the Property Maintenance team that cannot be addressed by the household team.
- To assist with serving drinks, clearing up and washing up at gatherings and dinner parties.

Any other duties that may be required. This is a flexible role that will often involve duties not listed above, including work outside standard working hours.

Skills and experience

- Gardening experience and plant knowledge.
- Previous experience in a private household.
- Good organisational and time management skills.

- Maintenance and DIY skills.
- Experience providing discreet guest service.

Personal qualities

- Discreet, trustworthy, and respectful of confidentiality.
- Professional appearance and manner.
- Attention to detail and pride in high standards of work.
- Flexibility and willingness to adapt to household needs.
- Friendly and courteous approach to guests and colleagues.
- Clean driving license.
- DBS check.

Package

Salary dependent on experience.

30 days annual leave including bank holidays.

2-bedroom cottage provided rent and water rates free.

This position is 40 hours per week across 5 days. Weekend working would be required, but this would be against a planned rota. Wherever possible, the 2 non-working days would fall together.

We would warmly welcome a partner who is willing to support the housekeeper and occasionally in the kitchen. This would be 6 hours per week for cleaning, and hours as required for cooking. This would be paid at £15 per hour, on a self-employed basis and be separate from the houseperson contract.

End.