

Job Title	Gardener (Live in with responsibility for caretaking of Boveney Court Estate)
Reports to	Gardens Supervisor, Deputy Grounds Manager/Grounds Manager and Property Manager for the Endowment Portfolio

Job Purpose

With 1450 acres of land, we consider the outside areas of Eton College to be equally as important as the classrooms, particularly with all the Sports and Co-curricular activities available to the students.

We have an exciting opportunity for an enthusiastic, versatile, flexible and experienced Gardener to join the large, supportive team to tend to all the grounds and outside areas of the College, with all the due care and consideration they deserve.

In this role you will be responsible for the cultivation and maintenance of areas around Eton College and in addition you will also be responsible for the caretaking of the property and estate at Boveney Court.

Working under the guidance of the Gardens Supervisor and Deputy Grounds Manager/Grounds Manager/Property Manager you will help deliver seasonal garden plans, ensuring outdoor spaces reflects the high standards of Eton College along with supporting lettings and events.

Your time would be split spending four days a week working at Eton College and one day a week at Boveney Court. Due to the nature of the role additional works would be required outside of your normal working hours to support the running of Boveney Court. This is a 'live-in' role, meaning you will live in accommodation within College, this will be in the form of two-bedroom accommodation.

Key Tasks and Responsibilities**Gardening – Reporting to Gardens Supervisor/Deputy Grounds Manager/Grounds Manager**

- Day to day cultivation and maintenance of gardens and formal areas;
- Maintenance is to include but not exhaustive of the following; pruning, weeding, planting, mowing, fertilising, spraying, hedge cutting and leaf collection
- Plant and tree identification;
- Identify and control weeds, pests and diseases;
- Prepare grounds for new and existing planting schemes;
- Driving work-related vehicles such as utility buggies and tractors;
- Operating, setting up and maintain automated mowers;
- Maintain front of house areas which include pavements, roadways, driveways bins, etc;
- Insure areas are kept weed free;
- Safe use and operation of equipment and machinery used in Horticultural maintenance;
- Adhere to current Health and Safety legislation and best practice in accordance with the Colleges Health and Safety Policy Statement;
- Take personal responsibility for safety, including the wellbeing of colleagues and visitors;
- Promptly report hazards or defective equipment and cease work if serious risk is identified;
- Carry out specific projects as directed;

Last Updated: December 2025

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- To undertake any other duties as may reasonably be required of you in the post.

Caretaking – Reports to the Property Manager

- Checking the property and estate after a letting for damage, cleanliness, missing items etc;
- Monitor heating and water systems and general utilities for faults when properties are unoccupied;
- Dealing with urgent problems such as alarms, heating issues, lock outs etc;
- Calling and meeting emergency tradespeople (plumbers and electricians);
- Ensure patios and hard standing areas are kept weed free and treated with a biocide at least once a year;
- Ensure driveway is kept weed free;
- Ensure doors, gates and out buildings are secure;
- Being a presence on site to deter trespassers;
- Help with check-in and check-out if it falls after 4pm Monday to Friday and at weekends;
- Being the emergency contact Monday to Friday after 4pm and at weekends;
- Monitor Septic Tank level and reporting to the Property Manager when it requires attention;
- Inspect the estate after storms and report any issues to the Property Manager;
- Report all major maintenance issues to the Property Manager;
- Report occupancy issues/ guest concerns to the Property Manager;
- All employees of Eton College are also expected to:
 - Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
 - Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood;
 - Understand and comply with procedures and legislation relating to confidentiality;
 - Display a commitment to and promotion of equality, diversity and inclusion.

Working Pattern

- You will be working 37.5 hours per week, 8am to 4pm, Monday to Friday, with a 30-minute unpaid lunch break.
- You will be working 52 weeks per year.
- When a bank holiday falls within a school term period, this is considered to be a working day and a day off in lieu will be given.

Skills and Competencies Required

To be successful in this role, you will need the following;

- Good general knowledge of horticulture;
- A National/ Scottish Vocational Qualification Level 2 in Horticulture or BTEC First Diploma or equivalent;
- Relevant gardening experience;

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- A NPTC PA1 and PA6 Spraying Certificate;
- A valid UK manual driving license;

Desirable

- A basic tree survey qualification is desirable;
- Experience working with automated mowing desirable.

You may enjoy this role if:

- You are someone who takes pride in their work;
- You enjoy being part of a thriving, successful team;
- You have a good sense of initiative, flexibility and versatile.

Disclosure Checks

Eton College 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, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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