

## Application Pack



### **Full-time School Market Gardener**

biodynamic environment

Annual salary of £22,778 – 23,620 per annum

depending on experience

Annual leave of 5.6 weeks including Bank Holidays

Open till filled

## Welcome from our Principal

Dear Candidate,

Thank you for your interest in the role of Gardener. I am delighted that you are considering applying to take up this exciting position at Michael Hall School.

The Waldorf approach to education, the foundation of our learning at Michael Hall, is both innovative and insightful. Our students achieve highly across a wide range of areas, each one carefully crafted to meet them appropriately at their childhood developmental stage.

With over a hundred years of experience to draw on, as well as membership of an international community of schools, the success of our approach to education is well-proven. Central themes of innovation and enquiry, along with self-reflection and creativity, ensure that it remains at the forefront of contemporary education in a fast-changing world.

Our learning at Michael Hall extends well beyond the academic. Students make the most of our incredible outdoor facilities, such as the walled vegetable garden, the theatre, handwork huts, lake and extensive woodlands. Our trips and residential visits offer students a range of exciting, immersive learning experiences, and add enormous value to their conceptual understanding in class.

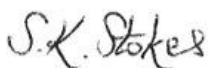
We strive for and deliver excellence in all aspects of our educational provision. We believe wholeheartedly in creating a community that is centred on kindness and compassion for others and in developing pastoral systems that support our children and their families through whatever challenges they may be facing. Every child in our care is encouraged to find their voice and flourish.

The successful candidate will be joining a school that is looking forward to a very bright future. Alongside key facility development, we are looking to strengthen all areas of our provision, not least the recruitment and retention of outstanding staff. We are nestled within an extensive estate, supported by Historic England, and situated on the edge of the Ashdown Forest. Many of our existing buildings are steeped in history dating back to the 1700s, which sit alongside a more modern, state of the art Gym and a world class Theatre.

Our provision ranges from when parents begin to bring their children to our hugely popular Parent and Child groups, through to when the students are ready to leave us at 18. Most recently, our application to extend our current Kindergarten to welcome children from the age of two has enabled us to enrich the experiences for the very youngest children in our care.

My hope is that you are inspired and encouraged enough by what you read in these pages to apply and that before very long, we will be welcoming you to our wonderful community at Michael Hall School.

My very best wishes for your application,



Sarah Stokes

Principal



Dear Candidate,

## Market Gardener

Thank you for your enquiry about the above vacancy.

In this application pack you will find information about the position, a **job description** which outlines the tasks that the successful candidate should expect to undertake once in post, and a **person specification** which outlines the kind of person we are looking for. Some general information about the school, our Safeguarding Policy and a **standard online application form** for all vacancies can be found in the Job Opportunities page of the school's website.

Please read this information carefully.

The details of this role are as follows:

Working hours:	Full time hours which average over the year to 40 hours per week
Annual leave:	5.6 weeks per year, including Bank Holidays
Contract type:	Permanent
Salary:	£22,778 – 23,620 (reduced rate rent may be available)
Start date:	As soon as possible
Probationary period:	6 months

If you have any queries or need further information about the position, please do not hesitate to contact a colleague from the People and Culture team on 01342 822275 or email [HR@michaelhall.co.uk](mailto:HR@michaelhall.co.uk)

I look forward to receiving your application.

Yours faithfully,



Rowan Michael

Head of People and Culture

## Application process

To apply for this role, you will be required to complete the school's standard online application form (which you can find on the Job Opportunities page of our school website).

Please note that it is not necessary to attach a separate CV, although you may do so if you wish – however, we still require a fully completed application form.

You will be notified as soon as possible after the closing date, if you have been selected for an interview.

If you do not hear from us within 7 working days following the application deadline, regrettably your application has been unsuccessful on this occasion.

Previous applicants need not apply.

We reserve the right to appoint before the closing date.

*Michael Hall School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.*

*Michael Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check.*

## Gardener

### Job Description

#### Main Aim

The primary purpose of the school garden is to provide an educational resource for the whole school. The secondary purpose is to operate a semi commercial biodynamic market garden.

Approximately  $\frac{1}{4}$  of the 1 hectare walled garden is for the gardening teachers to work with classes, the remainder is for market garden production. The produce is marketed to the school canteen and other local outlets including Tablehurst and Plaw Hatch farms.

The gardener has flexibility and freedom in the role to be involved in both the educational and commercial production arms of the job.

From a commercial point of view, the smallness and layout of the space present difficulties for machinery access, resulting in much of the work being done by hand. The area under Demeter certification includes the 1 hectare walled garden containing 3 large poly-tunnels and an adjacent  $\frac{1}{2}$  acre apple orchard close by. The gardener has limited professional labour so careful planning of land use is of paramount importance.

The gardener should strive to embrace the ethos of Michael Hall School and promote the work on the land within the school community.

#### **The garden's strengths are:**

1. It is a biodynamic environment with relatively light but rich soils.
2. The combined use of the space for teaching and market gardening.
3. Large diversity of flowers, vegetables, herbs and fruit.
4. Protected cropping/walled garden extending the seasons growing.
5. Historic and aesthetic beauty set in the context of a 100-acre educational estate.

#### **Specific Tasks of the Gardener**

1. Maintain the garden in accordance with Demeter standards.
2. Maintain links with the local Biodynamic community.
3. Ensure the garden is healthy, balanced and beautiful to include herbaceous borders, a wide variety of vegetables, herbs and fruit.
4. Organise the garden along business lines as far as possible, bearing in mind the need to maintain a well presented educational organised and beautiful area.
5. Ensure large areas are under a rotation of long-term green manure leys to hold and build soil fertility in addition to making the whole area more manageable for the gardener. This enables control of annual and perennial weeds also.
6. To keep up regular communication with other school departments to ensure full integration within the school. The school will appoint a mentor for the gardener.

7. Maintain regular communication with the school management team to develop a long-term vision for the land.
8. Encourage the participation of parents and pupils so far as is safe and practical.
9. Work on projects with small groups of pupils under teacher supervision.
10. Recruit and supervise garden volunteers from a variety of sources.
11. Grow a range of crops that are marketable but also manageable by the gardener.
12. Forge a good working relationship with the school kitchen staff and other customers.

**Maintaining professional standards includes:**

1. Ensure safe working practices for all users of the garden.
2. Planning and use of land.
3. Ensure appropriate safety of the tools and machinery at all times.
4. Ensure garden volunteers and assistants are appropriately vetted and adhere to latest safeguarding policies and procedures.
5. Maintain an awareness of specific health and safety at work regulations and consult the Health and Safety adviser if necessary.
6. Write appropriate Risk Assessments.
7. Manage income and expenditure of the garden communicating with the Accounts department when necessary.

**Person Specification**

	<i>Essential</i>	<i>Desirable</i>
<i>Skills &amp; experience</i>	<p>Minimum 3 years of production growing experience</p> <p>Have a good level of physical fitness</p> <p>Able to work under own initiative</p> <p>Professional approach to work, combining integrity and respect for confidentiality at all times</p>	<p>Be aware of the specific Health and Safety at Work regulations that apply to the garden, including write appropriate self-assessments and consulting with the H&amp;S advisor as required.</p>
<i>Personal Qualities</i>	<p>Committed to safeguarding and promoting the welfare of children and young people</p> <p>Excellent interpersonal skills</p> <p>Pro-active &amp; solution focused</p>	<p>Previous experience of working with children and young people</p> <p>Teaching experience (or interested in).</p>

## TERMS AND CONDITIONS

- You are expected to manage workload within your contracted hours.
- Flexibility and commitment is expected in order to fulfil the above responsibilities and meet the needs of the School
- Annual leave should be taken in school holidays

## BENEFITS OF WORKING AT MICHAEL HALL SCHOOL

- Free parking on site
- Staff discount on fees for children
- Bike to work scheme
- Access to discounts at retailers and more through our partnership with Bright HR
- Reduced rent accommodation may be available

For more information and to find an application form, please visit our website:

<https://michaelhall.co.uk/job-opportunities/>

or call the People and Culture team on **01342 822275** for a confidential conversation.

*MHS is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. A successful application will be dependent upon a satisfactory enhanced DBS check and other safeguarding checks and screening, including references. All staff have a key role to play in identifying concerns early and in providing help for children, and are expected to act in accordance with the School's Safeguarding & Child Protection Policies which are available on our website.*