



BRADFIELD COLLEGE

HEAD OF GARDENS

The opportunity

As Head of Gardens, you will lead the gardens team and interact with other line managers, working collaboratively with colleagues as part of a professional team to maintain, conserve and enhance the gardens and landscape at the College and St Andrew's School.

You will demonstrate an excellent understanding of health and safety and actively promote a positive culture towards it throughout your role.

There is an expectation that Head of Gardens will contribute significantly to practical operational delivery on the Estate.

The College

Founded in 1850 by Thomas Stevens, and set in a village amidst unspoilt Berkshire countryside, Bradfield College enjoys a well-established reputation for being one of the country's leading co-educational, independent schools through its provision of academic excellence and a well-rounded education.

The College is characterised by a relaxed unpretentiousness and has a strong family atmosphere. These are central to the enjoyment of school that we believe is the foundation of successful education. The people who work here are deeply committed to the progress and wellbeing of the children in their care. A talented and diverse team of specialists and all-rounders, the staff bring expertise and dedication to their role and have an easy rapport with the young.

Pupil numbers are approximately 815 (with a 60:40, boy/girl ratio) following completion of an expansion programme which began with the introduction of full coeducation at Bradfield in 2004 (girls were first admitted to the sixth form in 1989). Approximately 80% of the pupils are boarders; many spend Saturday nights at home following matches but there is a full weekend programme and approximately 10% of the boarders stay in. A majority of the pupils are relatively local, coming from within a 30-mile radius and approximately 7% of our pupils live overseas.

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Bradfield's curriculum facilitates interdisciplinary thinking and also promotes excellence through specialisation. Inspirational teaching and high expectations go hand in hand in creating a culture of learning and ambition. As well as an extensive (i)GCSE programme, the College offers both the IB Diploma Programme and A Levels in the Sixth Form. Results are strong with 63% awarded 9-7 at GCSE, 79% achieving A*-B grades at A Level and an IB Diploma average of 35 points (out of 45).

Bradfield's outstanding pastoral care is rooted in its house system, beginning in Faulkner's, a Year 9 boarding house specially designed to help all girls and boys make a happy and successful transition to senior school before moving into one of 11 senior houses. As they make their way through the school, our pupils learn about themselves and about others and take increasing responsibility for their own lives, their choices and their wellbeing. Simultaneously, we help them to become more aware of the views, needs and rights of people of all ages.

Bradfield offers a remarkable range of co-curricular activity. Participation across this range is fundamental to a Bradfield education and means taking part in sport, music, drama, creative arts and the whole array of activities available. Our pupils throw themselves into co-curricular activity with enthusiasm and learn about themselves whilst honing skills and developing interests which will remain with them throughout adult life.

Bradfield seeks to develop attributes that will enable pupils to thrive personally and professionally and to offer an education for life. This means a great deal more than securing strong grades and making a convincing application to higher education. It also entails the ability to embrace change, openness to a globalised world and the readiness to adapt and innovate. Each of these is nurtured in our diverse community and through our rich curriculum. We encourage pupils to understand the world around them and their place within it. In the same way, Bradfield itself continually looks forwards and outwards, embracing new opportunities whilst remaining true to its values.





The Department

The Gardens Department is a key operational unit within the Estates Team, which also includes Grounds, Golf, Maintenance, and Capital Projects. It is responsible for the maintenance, conservation, and enhancement of Bradfield College's outdoor spaces, including landscaped gardens and woodland areas.

The Gardens team plays a vital role in shaping the visual and ecological character of Bradfield College's extensive grounds, which span over 280 acres and sit within a designated Conservation Area and Area of Outstanding Natural Beauty (AONB). The department's work not only preserves the natural charm of the site but also fosters a tranquil and inspiring setting for pupils, staff, and visitors alike, aligning with Bradfield's ethos of respect for the environment and its role in community wellbeing

The Role

Reports to:	Director of Estates
Department:	Estates
Date:	October 2025
Location:	Bradfield College
Relationships:	The Head of Gardens will work closely with other Estates department managers and with other internal stakeholders



Key responsibilities

Operational Delivery

- To supervise a team of Gardens staff to deliver efficient and effective services in the provision horticultural operations alongside general site services to meet the needs of the College.
- To assist in the development of seasonal and weather dependent schedules of work including snow clearance, salting paths and roads and provision of the sports surfaces as necessary including the erection and dismantling of sports equipment.
- To be the responsible person with the monitoring and management of trees on the College site ensuring compliance with tree preservation orders and taking the lead in coordinating tree works with West Berkshire Council and with contractors.
- Support in the maintenance and upkeep of the College estate.
- Support emergency situations and allocate resources to work out of normal working hours if necessary

Leadership and Management

- Manage, motivate and lead the Gardens Dept team to improve collective and individual's performance
- Ensure that all members of the team are correctly trained, qualified and competent to perform their duties
- React to emergency situations and allocate resources to work out of normal working hours if necessary
- Work with the Director of Estates to develop and implement strategic development of the facilities, agree completion targets and oversee their completion
- Use their initiative to ensure that tasks are carried out in the most efficient, cost effective and practical manner.
- Ensure that all members of the Gardens team and contractors comply with applicable regulations, legislation and school policies and that staff receive adequate briefing, practice and training in all relevant areas.



Key responsibilities *cont...*

Health and Safety

- Lead and develop the Health and Safety culture, acting as senior responsible person within the Gardens department, directing and measuring the Health and Safety performance to the meet strategic health and safety goals of the Estates Dept and wider College.
- Ensure that the safety of pupils, staff and visitors is maintained at all times.
- Carry out all duties having due regard for the health and safety of yourself and others, in accordance with the College's Health and Safety Policies.
- To always maintain work areas under control in a safe and tidy condition
- Make recommendations and implement any relevant changes on site in conjunction with the Director of Estates to ensure that Bradfield College conforms to best practice.
- To effectively manage the health and safety performance of contractors.

Key responsibilities cont...

Sustainability

- To support the College in its environmental sustainability goals and minimise the impact of Gardens maintenance activities on the environment.

Projects

- To manage and deliver Gardens improvement projects as part of the strategic development of the site.

Financial

- Develop, manage and report on the department budget ensuring all accounts are monitored to ensure financial compliance and the delivery of services within agreed budgets.
- Follow the Estates Departments PO process when ordering goods and services
- Think and act pro-actively to deliver cost effective solutions for the College

General:

- General administration supporting the Estates Department and the Director of Estates
- All other reasonable tasks and the leadership of Operational Projects, as directed by the Director of Estates.





SKILLS:

- Ability to motivate and encourage staff in a team environment
- Organised/methodical and used to overseeing working schedules
- Good communication and IT skills
- Proficiency in the operation and maintenance of gardening maintenance machinery
- Competent understanding of Health & Safety regulations and ability to practically implement safe working in a busy environment
- Capable of undertaking all aspects of Gardens Management and the physical challenges of the post
- Spraying and chainsaw qualifications are preferable but not essential.

EXPERIENCE / QUALIFICATIONS

- An experienced gardens management professional with a reputation for excellence
- Thorough knowledge of practical and technical aspects of horticulture
- RHS level 3+
- IOSH Managing Safely
- ILM level 3 or equivalent people management
- Knowledge of working in conservation areas and AONB's
- Experience of working in an educational environment ideal, but not essential
- Full and relevant driving licence with trailer entitlement

Process and how to apply

Please complete the application form in full online via the vacancies page on the Bradfield College website.

Shortlisted candidates will be invited on site for an interview and a tour of the College.

The successful candidate will be offered a competitive salary reflecting the role and the experience of the candidate.

Benefits include:

- Contributory workplace pension scheme and 3 x life cover
- Subsidised membership of the College Sports Centre and Golf Club
- Access to our Employee Assistance programme
- BHSF Health Cash plan
- Cycle to Work scheme
- Electric Vehicle scheme
- Free parking and lunch provided when the College kitchens are open

The closing date for applications is 19 October 2025. Interviews will be held week commencing 20 October 2025.

If you have any queries about the application process, please contact the HR department at recruitment@bradfieldcollege.org.uk





Safeguarding

Bradfield College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder is responsible for promoting and safeguarding the welfare of children and young people for whom he/she is responsible, or with whom he/she comes into contact, and ensuring compliance with our child protection policy statement.

Disclosure and Barring Service, references and right to work in the UK

As Bradfield College is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to the required and satisfactory DBS (Disclosure and Barring Service) clearances before the appointment is confirmed.

This post is also subject to receipt of written references which must be satisfactory to Bradfield College and documentary evidence of qualifications. A copy of the reference request form is included at the end of this document for information purposes.

Successful applicants will need to provide confirmation of permission to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, Bradfield College has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment. (This is carried out at the interview stage; if applicants fail to produce the required genuine documents prior to commencement of work for the College, or if it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).

Safeguarding

All staff are required to refer to their individual responsibilities as defined in the Health & Safety Manual and ensure they are competent to implement them and agree to abide by them. Staff health, safety and welfare at work are protected by law. The College has a duty to protect staff and to keep them informed about health and safety. Staff have a responsibility to look after themselves and others. If there is a problem, employees are expected to discuss it with their line-manager or with the College's Health and Safety Manager.



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