



Glenalmond College

Grounds Person/Gardener

The Position

Glenalmond College is looking to appoint a Groundsperson/Gardener to assist with the day-to-day upkeep of the hard and soft areas of the grounds, to ensure that the formal and non-formal areas look their best and that all areas are well maintained at all times across the site.

Responsible to: Head of Grounds

Key Duties

- Upkeep of all flower beds and formal grass areas.
- Weeding and planting of beds, shrub pruning, and cutting
- Maintenance of the grass, including cutting, strimming, scarifying, aerating, watering, and seeding
- Planting and watering of hanging baskets
- Marking out the pitches, including the erection of goals/nets, corner flags and boundary markers in line with the school calendar
- Hedge cutting
- Maintenance of path, borders, hedges, and roadways
- Leaf clearance and removal
- Early morning clearance of snow and ice from the pathway, pavements and roadways to ensure safe access for pedestrians and vehicles
- Early morning and late afternoon gritting and salt application
- Maintenance of artificial all-weather surfaces
- Tree/shrub planting as required
- Maintenance of bark-chipped areas, including reapplication and sweeping
- Keeping records up to date as required by the Head of Grounds

Skills and Experience required

Essential

- Horticulture background and experience
- PA1 PA6
- Good knowledge of plants
- Plant identification
- Hedge cutting experience
- Experience in grounds maintenance
- Full UK driving licence

- Safe operation of tractors, ride-on mowers, strimmers, hedge cutters, etc
- Good understanding of Health and Safety and COSHH requirements
- Good understanding of good practice manual handling techniques

Desirable

- 2 years relevant experience

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Terms

This is a full-time permanent position. The working pattern will be Monday to Friday, 8.00 am to 4.30 pm, equating to 37.5 hours per week.

Salary

We can offer you a competitive salary, complimentary refreshments during working hours, a great working environment as part of a close-knit team and the possibility of opportunities for the role to grow.

Fee concessions are available for staff children who attend Glenalmond and there are various reciprocal arrangements with local Prep schools.

Pension

The College provides a workplace pension.

Applications for the post

Glenalmond is committed to safeguarding and promoting the welfare of children:

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers/Disclosure Scotland at enhanced level. Appointments will be conditional on references acceptable to the College and sight of original qualification certificates.

All applications must be made on the College Application Form. Please also include a covering letter outlining your suitability for this position.

Detailed information about Glenalmond, together with a copy of this job description and a non-teaching application form, can be found at:

<https://www.glenalmondcollege.co.uk/about-us/work-for-us>

Closing date for this post is 2nd October 2026, although we reserve the right to interview and appoint at any time in the recruitment process.

All Applications should be sent to hr@glenalmondcollege.co.uk

Equal Opportunities

- Maintain an up-to-date knowledge of Equality and Diversity legislation and the College's Equality and Diversity policies and procedures, in particular regarding the recruitment and retention of staff.

Safeguarding

- Maintain up-to-date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures.

Health & Safety

- Ensure that an up-to-date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to.

Professional Development

- Maintain and update your own knowledge and skills in line with legislation and the needs of the role