



A M E S B U R Y





A M E S B U R Y

Gardener, Maintenance Assistant and Minibus Driver
September 2025 start

Dear Prospective Applicant,

We are seeking a dedicated and passionate individual to join our team in a multifaceted role that includes responsibilities as a School Gardener, Maintenance Assistant, and Minibus Driver.

At our organization, we believe that a well-maintained environment and exceptional service are at the heart of a great experience.

We are looking for someone who will play a pivotal role in our team, ensuring high standards of garden maintenance, building upkeep, and transport service.

Key Responsibilities:

- **School Gardener:** Maintain and enhance the gardens and grounds, and ensure a beautiful and safe outdoor environment for our staff and pupils.
- **Maintenance Assistant:** Assist with repairs and maintenance tasks, ensure cleanliness and organization in all areas, and support the overall upkeep of our facilities.
- **Minibus Driver:** Drive the minibus to transport staff and pupils safely and comfortably.

A great candidate for this role is one who takes pride in their work, pays attention to detail, and can work independently to achieve excellent results. We value individuals who are passionate about gardening, maintenance, and driving, and who can contribute to a positive and collaborative working environment.

Our organization, located in the beautiful countryside near Hindhead, Surrey, prides itself on providing a friendly and inclusive environment where staff members embody a 'work hard, play hard' ethos. While we strive for excellence and embrace healthy competition in our endeavours, we also uphold values of compassion, inclusivity, and social responsibility.

If you are passionate about this role and providing exceptional service, we encourage you to apply for this exciting opportunity. An application form can be found at [Careers - Amesbury School](#)



A M E S B U R Y

Job Description

This is a part time position Tuesday to Thursday 7.00am-3.00pm with 5 weeks holiday

School Aims

Our primary aim at Amesbury Prep School is to ensure that every child enjoys a fulfilling and enriching educational journey. We strive to create an environment where each student feels valued, supported, and empowered to reach their full potential. Specifically, our goals include:

1. Equipping every child with the skills, aptitudes, and resilience necessary for success in senior school and beyond.
2. Cultivating a caring community that promotes commitment, courtesy, cooperation, tolerance, and compassion.
3. Fostering strong partnerships between home and school to enhance the educational experience.
4. Setting a high standard of achievement and innovation, while nurturing personal development among staff.
5. Fulfilling our social and environmental responsibilities to society.

Specific Responsibilities

The School Gardener, Maintenance Assistant, and Minibus Driver plays a crucial role in our organization by ensuring high standards of garden maintenance, building upkeep, and transport service, thereby supporting the overall environment and experience for our staff and pupils.

Gardening. This is the main focus of this role and will take up the majority of your time. There may be times, however, when the demands of the school require you to spend more time on maintenance tasks:

- Maintain and develop all flower beds to have all year round colour.
- Manage weed control and leaf raking.
- Plant and maintain seasonal pots and baskets.
- Work with hand tools and basic light machinery.



AMESBURY

- Service all garden equipment and machinery.
- Maintain a clean garden by clearing rubbish and litter from the garden and grounds.
- Provide guidance to management on matters related to the garden.
- Report to the Estates Manager on gardening requirements and associated costs.
- Ensure a safe environment for staff, children and other school visitors by adhering to health and safety regulations.

Maintenance:

- Under the direction of the Estates Manager, carry out maintenance tasks as requested.
- Carry out occasional heavy manual work as instructed by the Estates Manager.
- Support the Estates Manager in the daily routine of the school as required and ad hoc tasks.
- Report any repairs required to the Estates Manager.
- Perform all tasks with the safety of others in mind.
- Attend in-house training and keep necessary skills up to date

Minibus Driving. This will be occasional cover if other staff are absent:

- Hold D1 entitlement on your driving license or be a trained minibus driver.
- Be able to drive the minibus on the school morning runs.
- Be able to drive the minibus to local schools to provide transport for sporting matches as and when required.
- Be able to drive the minibus for school trips as and when required.
- Provide car park security as and when required.
- Help at school events when required for car parking and security duties.
- Weekly minibus cleaning is required.
-

Some flexibility in working hours may be required at busy times of the year for the school.

Person Specification

As a School Gardener, Maintenance Assistant, and Minibus Driver, you will ideally:

- Possess the self-confidence, style, and communication skills necessary to effectively represent the school to both parents and staff.



A M E S B U R Y

- Have experience in garden maintenance, building upkeep, and transport services.
- Understand health and safety regulations related to your duties.
- Demonstrate exceptional time management and organizational skills.
- Exhibit excellent verbal communication skills.
- Work collaboratively as part of a team.
- Pay meticulous attention to detail.
- Maintain personal drive and energy and demonstrate the ability to see projects through to completion.
- Exhibit a proactive attitude, consistently going the extra mile and inspiring others to do the same.
- Promote and safeguard the welfare of children for whom you are responsible or with whom you come into contact, adhering to the School's Child Protection and Safeguarding Policy at all times. If any actual or potential risks to the safety or welfare of children are identified, report concerns to the School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

Child Protection/Safeguarding

Amesbury is dedicated to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and undergo enhanced DBS checks.