

JOB DESCRIPTION

Job title	Landscape worker and trainee grave digger
Purpose of job	To maintain the cemetery landscape in an efficient and high quality manner so as to ensure our visitors have a pleasant, safe and enjoyable experience In addition, you'll work alongside our Sexton to assist with the preparation and conduct of burials, including digging graves
Reporting to	Landscape supervisor and Sexton
Contract type	Full time permanent
Pay rate	£18,500 to £22,000 depending on experience
Hours	32.5 hours per week excluding breaks; shifts vary 8am to 4pm and 9am to 5pm, with flexibility required for funerals

Main tasks

1. to ensure that the gardens and grounds are beautifully presented and kept
2. to dig graves using a digger or by hand as appropriate and assist at funerals as required
3. grounds maintenance including planting, pruning, weeding, strimming, litter picking, clearing leaves
4. light cleaning
5. help ensure the maintenance of orderly conduct by visitors to the cemetery
6. in winter, snow clearing and salt spreading
7. providing emergency cover in the East admissions hut
8. respond to visitor enquiries
9. assist with closing up procedures
10. positively present and promote the Cemetery and its activities
11. comply with health and safety legislation and safe working practices
12. other relevant duties as may from time to time be required

PERSON SPECIFICATION

Essential

1. knowledge of plants, garden management and broad range of horticultural skills
2. Level 3 Horticulture qualification or equivalent and 2/3 years working in a horticultural environment
3. good practical skills in soft landscaping and grounds maintenance
4. willingness to be trained as a grave digger
5. physically fit with previous experience in similar manual work
6. good interpersonal skills including the ability to work as part of a team
7. enthusiastic, self- motivated, and flexible
8. understands sensitivity of the cemetery environment
9. understands health and safety issues relating to gardening and public spaces
10. wide range of machinery skills including strimmers, leaf blowers, dumper
11. driving licence with maximum of three points

Desirable

1. previous experience working in a quality garden or park
2. chainsaw licence or willing to undergo training
3. 360 digger licence or willing to undergo training
4. COTS (ICCM) or willing to undergo training
5. first aid qualification or willing to undergo training
6. experience of working with volunteers

How to apply

Please email your CV and covering letter to ian@highgate-cemetery.org

Closing date: 22 June 2015 9am

Interviews: Thursday 2 July 2015