
Westminster Abbey



Junior Gardener

Job description and person specification



Job description

JOB TITLE: Junior Gardener

DEPARTMENT Works - Gardening

POST REPORTS TO: Head Gardener

KEY RELATIONSHIPS: Clerk of the works, Works department, Visitor experience, Events Team.

JOB SUMMARY: We are seeking a motivated and dependable Junior Gardener to support the ongoing care and maintenance of our grounds and gardens. The successful candidate will work as part of our horticultural team to help maintain safe, attractive, and welcoming outdoor spaces for visitors and staff.

This role is particularly suited to someone who has recently completed a horticultural training programme and is looking to take their first steps into professional grounds maintenance or garden work. The position provides an excellent opportunity to build practical skills, gain hands-on experience, and develop confidence under the guidance of experienced staff.

BACKGROUND: This role involves periods of **lone working**, particularly when other members of the gardening team are engaged in community outreach or educational programs. Candidates must therefore be comfortable working independently and following established safety procedures.

Westminster Abbey is both a place of daily worship, and is one of the UK's leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey comprising around 360 employees and a similar number of volunteers.

MAIN DUTIES AND RESPONSIBILITIES:

- Carry out general garden and grounds maintenance, including:
 - a. Mowing lawns, strimming, edging, and leaf blowing
 - b. Weeding, pruning, trimming, planting, and watering
 - c. Mulching, soil preparation, and plant care
 - d. Maintaining pathways, outdoor furniture, and garden structures
 - e. Assist with seasonal planting schemes and routine horticultural tasks

- Monitor plant health and report any issues to the Head Gardener
- Operate hand tools and machinery safely and responsibly
- Ensure all garden areas remain tidy, safe, and presentable
- Follow daily schedules and work plans provided by senior staff
- Uphold health and safety standards at all times, especially when working alone
- Occasionally support community or outreach activities as required

Lone Working Requirements

- Adhere to the Westminster Abbey's lone-working policies and check-in procedures
- Maintain situational awareness and practise safe working techniques
- Be self-motivated, reliable, and confident in completing tasks independently
- Report any hazards, incidents, or maintenance issues promptly

Person specification

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful or an advantage or for those which the job holder can be trained to do.

Essential

Qualification/Training

- A recognised qualification in horticulture e.g., RHS, BTEC, NPTC or equivalent.

Knowledge/Skills

- Ability to work independently and as part of a team
- Basic understanding of garden tools and maintenance tasks
- Effective verbal communication skills to provide clear response to enquiries and concerns
- Be able to identify plants and their care requirements
- Be able to identify issues within the garden and resolve them

Attributes

- Genuine interest in horticulture and Nature conservation
- Good physical fitness and willingness to work outdoors in all weather
- Reliable, punctual, and proactive

Desirable

Experience

- Previous experience with gardening on large estates
- Previous experience in a forward-facing public role

This job profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the post holder.

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks (including the relevant level of criminal record check) on staff and volunteers and require them to complete relevant safeguarding training. This post requires a basic level criminal record check.