



## Job Description

<b>Job Title:</b>	Gardener / Handy Person
<b>Reporting to:</b>	Facilities Manager
<b>Hours of Work:</b>	Part time (16 hours per week) ideally Thursday and Friday, but flexible with occasional weekend work
<b>Salary:</b>	£10,160 pa

**Please note:** The successful candidate will need to live within a 10-mile radius of the Museum as they will be required to attend site in the event of an emergency call out.

The National Horseracing Museum is seeking a semi-skilled and experienced Gardener/Handy Person to help manage the maintenance and presentation of its 5-acre site. This role requires a flexible individual with a can-do attitude, capable of managing both seasonal gardening tasks and general property maintenance repair work.

The Museum comprises three distinct areas:

- A series of interactive galleries exploring the history of horseracing
- Palace House, home to an outstanding collection of sporting art
- A working yard, arena and paddocks

Open to the public six days a week, the successful candidate will be responsible for ensuring the site is consistently maintained to a high standard, supporting its smooth daily operation and enhancing the visitor experience.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **1) Gardening**

Responsible for the upkeep of the grounds, including mowing lawns, strimming, weeding, leaf clearance and pressure washing paths. To include the operation of machinery and equipment that must be maintained and used in accordance with health and safety regulations.

#### **2) Maintenance**

Carrying out general property repairs across the site including painting and decorating as required. Responsibility for refuse and recycling bins.

### **3) Exhibition and Events Support**

Preparing spaces for exhibitions, conferences and events, including the safe lifting and moving of display cabinets, furniture and event equipment. Competent in setting up presentation equipment and PA systems.

### **4) Site Security**

Assist with the overall security of the site, including the operation of alarms, CCTV systems, emergency callouts, and the daily opening and closing of buildings.

### **5) Services and Inspections**

Conduct regular visual inspections across the site to ensure the safe operation of the site promptly reporting any significant issues.

### **6) Additional Duties**

Undertake any other reasonable tasks as directed by the Facilities Manager to support the smooth operation of the Museum.

## **SKILLS AND KNOWLEDGE**

- Competent in carrying out basic maintenance and repair tasks including painting and decorating.
- Experienced in the use of grounds maintenance equipment, ride-on and pedestrian mowers, trimmers, blowers and hedge cutters etc.
- Experienced in caretaking or a similar role, with responsibility for building security.
- Sound understanding of health and safety procedures and best practices.
- Ability to follow and act upon written instructions effectively.
- Self-motivated with the ability to work independently and manage workload priorities.
- Flexible and approachable, with a positive attitude and a willingness to assist museum visitors.
- Strong attention to cleanliness and presentation across facilities, equipment, and property.
- Previous experience working in a heritage or public-facing environment is highly desirable.

## **TERMS AND CONDITIONS OF EMPLOYMENT**

Annual Leave: 28 days including public holidays pro rata.

Probation Period: 3 months

Notice Period: 1 month either side

Other Benefits: Contributory pension scheme

To apply for this position, please send a CV and covering letter to [maintenance@nhrm.co.uk](mailto:maintenance@nhrm.co.uk)