

Job Description

Job Title:	Waste & Recycling Operative / Gardener
Department:	Grounds
Job Grade:	7
Accountable to:	Grounds Manager
Number of direct reports:	None
Budgetary responsibility:	No
Location:	Stowe School
Purpose of the role:	To maintain the Stowe School gardens and greenhouses and to remove and dispose of refuse and recyclable materials from various locations around the school.

The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House, and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the school holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity, and a love of learning. We strive for a balance of rights and responsibilities, equality, and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors, and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing, and retaining our

best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

Key Tasks:

As a valued member of the Grounds & Waste Management Team, you will play a key role in ensuring the cleanliness, safety, and sustainability of the site. Reporting to the Grounds Manager, your primary responsibilities will include:

- Organising, prioritising, and completing daily waste collection and recycling tasks as directed by the Grounds Manager.
- Safely operating a tractor and trailer to collect, transport, and unload refuse and recyclable materials to designated onsite compactors.
- Promoting sustainable waste management practices by ensuring all waste materials are sorted and recycled appropriately.
- Maintaining all waste collection points, bins, and surrounding areas in a clean, safe, and tidy condition at all times.
- Monitoring and maintaining waste collection equipment, ensuring it remains clean, safe, and fully operational.

Key Tasks & Duties

1. Carry out daily waste collection and recycling operations across the site, following schedules and priorities set by the Grounds Manager.
2. Safely collect and transport waste bins from designated collection points to waste disposal areas, ensuring proper unloading and segregation.
3. Coordinate and arrange the emptying of site compactors as required, ensuring uninterrupted waste management operations.
4. Maintain cleanliness and order around all waste storage areas, compactors, and bin locations.
5. Organise and manage the collection of bottle bins and recycling points across the site when necessary.
6. Ensure all vehicles and equipment used, including the tractor and trailer, are kept clean, well-maintained, and in a serviceable condition, reporting any defects promptly.
7. Comply fully with all Health & Safety policies and procedures, particularly in relation to operating machinery, manual handling, and safe waste disposal practices.
8. Support the wider Grounds Team with general gardening and site maintenance tasks as directed, once waste management duties are completed.
9. Provide additional support to the Grounds Department for ad-hoc tasks or projects as requested by the Grounds Manager.
10. Ensure full compliance with all relevant Health & Safety, Environmental, and Data Protection legislation in the execution of duties.

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Driving licence 	
Specialist Skills and Experience	<ul style="list-style-type: none"> • Manual handling 	<ul style="list-style-type: none"> • Manual handling • Eagerness to learn. • Some gardening experience to include pruning, mowing

	<ul style="list-style-type: none"> • Working knowledge of relevant Health & Safety legislation • Able to work unsupervised, but capable of being a team player. 	and basic garden maintenance.
Personal Qualities	<ul style="list-style-type: none"> • Able to undertake physical work on a regular basis · • Able to work in all weather conditions. • Honest, reliable open and friendly • Courteous and presentable • Ability to use own initiative and follow instructions. • Self-motivated with drive and enthusiasm 	
This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder		
Date Agreed: April 2025		

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Waste & Recycling Operative/Gardener we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5