

JOB DESCRIPTION

JOB TITLE: Garden and Estates Caretaker

RESPONSIBLE TO: Cultural Gardener

DATE PREPARED: August 2026

1 JOB PURPOSE

The Hepworth Wakefield incorporates a large estate, including a celebrated garden. The Garden & Estates Caretaker will support the Cultural Gardener to ensure our high standards for the presentation of our site are maintained through a variety of maintenance tasks, as well as supporting our Estates Team with minor tasks and supporting the set-up of our larger events, such as fairs and markets.

2 KEY RESPONSIBILITIES AND RESULTS

GARDEN

- Exterior street cleaning including litter picking & sweeping debris, checking the site for damage, leaf-blowing, pressure washing & cleaning, emptying bins and removal of waste.
- Hand weeding of hard-landscaped areas
- Ensuring agreed car parking barriers & cones are in place.
- Undertaking visual checks of trees and exterior sculptures.
- Checking paths for ice and applying ice melt and grit across site and putting signage in and out during icy conditions.
- During snow events, coming to site to shovel snow or apply grit.
- Assisting garden team with leaf clearance, irrigation, lawn care, hand weeding and strimming.
- Completing check-sheets and reporting issues found

ESTATES

- Assisting with minor maintenance tasks to ensure fixtures/fittings and equipment are maintained as fit for purpose, both inside the gallery and across the external site.
- Supporting with set up and take down for THW events.

- Setting up and moving furniture for activities and events.
- Assisting with routine checks and cleaning tasks.

OTHER

- Adhere to relevant health and safety legislation at all times.
- Undertake relevant training as required.
- Undertake any other duties as reasonably requested by the Cultural Gardener.

3 ADDITIONAL INFORMATION

We are committed to improving diversity within our organisation and we expect all our employees to share this commitment and help us to achieve these goals.

All staff must carry out all duties in accordance with our policies and procedures.

4 KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

E = Essential D = Desirable

KNOWLEDGE

Knowledge of Health & Safety legislation	E
Knowledge of The Hepworth Wakefield and an interest in our work	E
Knowledge of The Hepworth Wakefield Garden	D

SKILLS

Basic street cleaning skills such as litter-picking, pressure washing, sweeping and leaf blowing	E
Basic gardening skills such as leaf clearance, hand weeding, strimming, mowing and setting sprinklers	E
Interest in learning new skills	E
Excellent attention to detail	E
Excellent communication skills	E
Able to follow detailed instructions, working alone as well as in a team	E
Physically active with the ability to safely bend, lift heavy weights and handle tools	E
Flexible and willing to carry out work where needed	E

EXPERIENCE

Experience of working in a street cleaning role	D
Experience of working in a maintenance role	D

5 BASIC TERMS AND CONDITIONS

- The salary offered for this position is £13.45 per hour.
- This is a fixed-term position for 12 months.
- Part-time, 15 hours per week / 3 hours per day across five days, including two weekend days per month.
- There may be an occasional requirement to work evenings and weekends, for which TOIL will be granted.
- Probationary period of 6 months.
- Notice period 1 week during probation.
- The place of work is The Hepworth Wakefield, Gallery Walk, Wakefield, WF1 5AW.
- 25 days annual leave per annum plus bank holidays (pro rata), rising by a day each year of service up to a maximum of 28 days. The leave year runs from 1 April to 31 March.
- New employees meeting the criteria will be auto-enrolled into a pension scheme run by Royal London, including an employer contribution of up to 6%.
- Enhanced maternity, paternity and adoption entitlements.
- Enhanced sick pay entitlements.
- Employee Assistance Programme offering confidential support services.
- Free eye tests run by Specsavers.
- Staff discount in the shop and café.