Head Gardener
Full Time
Job Description

Job Title: Head Gardener
Responsible to: The Domestic Bursar
Salary: Competitive

Jesus College

Founded in 1496, Jesus College is one of the 31 Colleges in the University of Cambridge. As one of the largest and best-known of the Cambridge Colleges, it has a strong reputation for academic excellence, both national and international. With a strong sense of community and purpose, the College has outstanding provision in music, the arts and sport, to name a few. The Collegiate University is regulated as the top university in the UK, as well as listed as one of the top five universities in the world. The College is an independent institution comprising of a Master, Fellows, senior members, students and staff. The Master and Fellows constitute the Society (the governing body) and are or have been, engaged in teaching and research in a wide range of individual subjects. As well as students and Fellows, the College community is made up of Emeritus Fellows and other senior members, alongside a large team of circa 170 staff.

Role description

The Head Gardener is responsible for the maintenance and development of over 27 acres (11 Hectares) of College gardens and sports grounds and the associated maintenance of property grounds, when students are in residence. These gardens include ornamental mixed and flowering herbaceous borders, as well as shrubberies, lawns, a wildlife pond, wildflower areas and a woodland walk.

The Head Gardener leads a team of six College Gardeners, organising their work and developing their skills through hands on leadership. The Head Gardener is also responsible for maintaining the highest standards of health and safety in the Department and is a member of the Gardens Committee and the Environment Committee, both of which meet each Term.

Key Responsibilities

- To ensure that the Main Site Gardens are improved and maintained to a standard comparable to that of other Cambridge Colleges
- To assist the Gardens Committee in planning enhancements to the gardens
- To ensure foliage around the perimeter of the site does not create a hazard for pedestrians
- To ensure trees do not cause damage to buildings or walls
- To maintain paths across the estate so they are free of slip or trip hazards
- To project manage enhancements to the gardens and operational estate that have been approved by the Gardens Committee, utilising the College Gardens team and external contractors as appropriate
• To report to the Gardens Committee on the gardens’ maintenance and enhancement programme, both completed and planned
• To report to the Environmental Committee on relevant sustainability initiatives
• To ensure good value for money when purchasing new implements and consumables and maintain appropriate levels of stocks as relevant
• To assume responsibility for the proper safeguarding, accounting and correct servicing (where applicable) of materials, equipment and machinery
• To train and mentor the College Gardeners in order to develop their skills and the quality of College gardening to the best level achievable
• To liaise with the Maintenance Department regarding works related to the Gardens e.g. paths and walls, storerooms
• To attend regular Operational meetings and to work with other Managers to ensure the smooth running of the College
• To support the Housing and Maintenance Departments in maintaining the upkeep of nearby residential houses.
• To appraise all team members annually and to set objectives for the future
• To ensure Health and Safety requirements for the department’s responsibilities are met at all times
• To control departmental expenditure within agreed budgets, working closely with Finance colleagues
• To attend to urgent matters out of hours, such as snow, dangerous trees and security concerns
• To undertake such other duties as may reasonably be required in this position

Health and Safety, and Security

• To ensure that all equipment is used and maintained safely, complying with current Health and Safety legislation
• To ensure that COSHH requirements are observed when storing or handling chemicals or fuels and to maintain appropriate records
• To ensure that correct manual handling techniques are used
• To ensure that correct working at heights procedures are adhered to
• To ensure that environmental impact of materials and chemical usage is kept to a minimum
• To ensure that security arrangements for garden building and stores are observed

TERMS AND CONDITIONS

Salary

Salary is competitive and will, in due course be set against the specific pay point on the Jesus College salary scale.

Benefits

• Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary
• Membership of a healthcare cash plan
• Free daily staff lunch when in College
• Access to a range of family friendly policies and welfare support services, including maternity coaching
• Non-contractual bonus payment
• Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events
• Cycle to work scheme
• Free parking
• Use of the College Gym, Tennis courts and Library
**Hours**
The hours of work are 37.5 hours per week. This is a full-time post with some evening and weekend work necessary from time to time.

**Holidays**
A pro-rata of 25 days' holiday per year plus 8 public holidays. Of the 25 days’ holiday, the College requests that staff take 3 days in December when the College is closed for the festive season.

**Probation period**
The appointment will be subject to an initial probationary period of three months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be three months’ notice on either side.

**Equal Opportunities / Data Protection**
The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity. The College encourages applications from all sections of society. The College has a responsibility to ensure that all employees are eligible to live and work in the UK. In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Further information about how we process your personal data can be found on JNet, or please ask the HR department.

**HOW TO APPLY**
Please download and complete our College Application and Equal Opportunities Forms, which can be found online at: [www.jesus.cam.ac.uk/college/people/vacancies](http://www.jesus.cam.ac.uk/college/people/vacancies)

Completed forms along with a copy of your CV, and Covering Letter setting out your suitability for this post, must arrive by 12 noon on Friday 18th February 2022. Please send completed forms to Angela Abbott, HR Assistant at jobs@jesus.cam.ac.uk

For an informal conversation prior to applying for this role, please contact Johanna Webb, Head of HR at; [head-of-hr@jesus.cam.ac.uk](mailto:head-of-hr@jesus.cam.ac.uk) or 01223 330750