JOB DESCRIPTION

Job title: Deputy Head of Grounds and Gardens
Department: Gardens
Reporting to: Head of Grounds and Gardens
Location: Jesus College, Cambridge
Hours: Full-time, 37 hours per week
Salary: In the region of £30,000 - £32,000 depending on experience

This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

Main Purpose of the Job

The Deputy Head of Grounds and Gardens is responsible for overseeing and contributing to the maintenance of 33 acres of College gardens, sports and property grounds under the overall supervision of the Head of Grounds and Gardens. These gardens include a mix of ornamental, herbaceous and formal borders, as well as shrubbery, lawns, a wildlife pond, wildflower areas and a woodland walk. The role assists with the management of the team of gardeners and groundsperson to provide the highest possible standards in an outstanding environment.

Main areas of Responsibility

- To actively participate in, supervise and monitor the day-to-day activities of the gardening and grounds team and provide advice & training as required
- To provide overall responsibility for the Department, in the Head of Grounds and Gardens absence.
- To care for College lawns and grassed areas
- To provide care and maintenance of the garden paths and edges so that they are free of slip or trip hazards
- To ensure care and maintenance of the College’s plants, flowers, trees and shrubs including seed sowing, watering, propagation, potting on & composting
- To maintain herbaceous borders, including digging, staking, pruning and replanting
- To assist with general landscaping and maintenance of garden features
- To ensure maintenance and upkeep of garden machinery, garden buildings, furniture & department equipment
- To assist in the planning and implementation of garden design
- To assist the Head of Grounds and Gardens in ensuring use of cost-effective resources
• To assist with the responsibility and review of Health and Safety compliance and COSHH Risk Assessment
• To ensure compliant use of pesticides, fertilisers and other chemicals
• To assist in the appropriate disease & pest control as required
• To assist in the monitoring of consumables and implements for the department and maintain appropriate levels of stock
• To attend to urgent matters out of hours, such as snow, dangerous trees and security concerns

General responsibilities

• To take part in the College’s appraisal scheme and to undertake training as required
• To observe and ensure all Health and Safety, regulatory and security measures are met at all times and be responsible for your own health and safety in the workplace
• To fully comply with all the College’s policies including equality of opportunity and data protection
• To liaise with other College Departments as required, maintaining excellent relationships with other staff, students and visitors
• To undertake any other reasonable request or duties commensurate with your post

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

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.
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 on duty.
- 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
- Use of the College Gym, Tennis courts and Library
- 33 days holiday (including bank holidays)
- Generous sick leave allowance
- Free parking on site (subject to availability)

Hours of Work

- 37 hours per week
- Holiday entitlement 33 days per annum including 8 Bank Holidays
- This is a full-time post with some evening and weekend work necessary from time to time.

Probation period

The appointment will be subject to an initial probationary period of three months.

Equal Opportunities and 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. Please ask the HR department for further details if required.

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

- Completed forms must arrive by 12 Midday on Wednesday 7 December 2022. Please send completed forms to Angela Abbott jobs@jesus.cam.ac.uk.