Job Description

Job title: Gardener
Department: Gardens
Responsible to: Head of Grounds and Gardens
Location: Jesus College Grounds and Gardens and surrounding properties
Hours: 37 Hours per week with some evening and weekend work necessary from time to time.
Salary: £27,158 per annum

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.

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 180 staff.

Main Purpose of the Job

The Gardener is to contribute to the maintenance and development of 33 acres of College gardens, sports facilities and property grounds under the overall supervision of the Head Gardener, to provide the highest possible standards in an outstanding environment.

These gardens include ornamental mixed and flowering herbaceous borders, as well as shrubbery, lawns, a wildlife pond, wildflower areas and a woodland walk.

Main areas of Responsibility

- To ensure care and maintenance of the College’s borders and flower beds which consist of a wide variety of planting
- To ensure care and maintenance of the greenhouses, including seed sowing, propagation, cuttings, potting on and watering
- To assist with general landscaping and maintenance of garden features
- To care for College lawns and grassed areas
To ensure maintenance and upkeep of garden machinery, garden buildings, furniture & department equipment
To provide care and maintenance of the garden paths and edges so that they are free of slip or trip hazards
To ensure compliant use of pesticides, fertilisers and other chemicals
To assist in the appropriate disease & pest control as required
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

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.

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
Person Specification

Qualifications, Knowledge & Experience:

Essential
- Recognised qualification in horticulture such as City and Guilds NVQ level 2 or RHS certification to an equivalent standard
- Experience in the horticulture or landscaping industry
- Appropriate knowledge of lawn care and maintenance appropriate to each season of the year
- Appropriate knowledge of plant and tree management, horticulture, and grounds maintenance techniques
- Appropriate knowledge of soil management and plant propagation
- Appropriate knowledge of pesticides and fertilisers
- Appropriate knowledge and experience of garden related machinery
- Pa1 and Pa 6 spraying qualification
- Strong organisational ability
- Excellent communication skills
- Computer literate

Desirable
- Experience of working in an educational establishment and/or campus environment
- Knowledge of basic first aid
- Experience of working on amenity sport surfaces and facilities
- Chainsaw licence
- Full UK Driving licence

Personal attributes
- Interest in horticulture and amenity sports turf, and an appreciation of horticultural theory and practice
- Conscientious, hardworking and reliable
- Loyal and honest
- Ability to work in harmony with the Fellows and other Departments across 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
- 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)

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 one month’s notice on either side.

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 along with a copy of your CV should be sent to the HR Department at jobs@jesus.cam.ac.uk to arrive no later than 12pm on Friday 1st September 2023. Interviews are likely to be held either Tuesday 12th or Wednesday 13th September.