



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of Apprentice Gardener

June 2024



About the College

For over 500 years, St John's College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to intellectual freedom and integrity. We are committed to sustaining and enhancing the College's global renown for scholarship across a wide range of disciplines, and we aspire to be regarded as a beacon of academic excellence. St John's is one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, which is consistently ranked amongst the top five universities in the world.

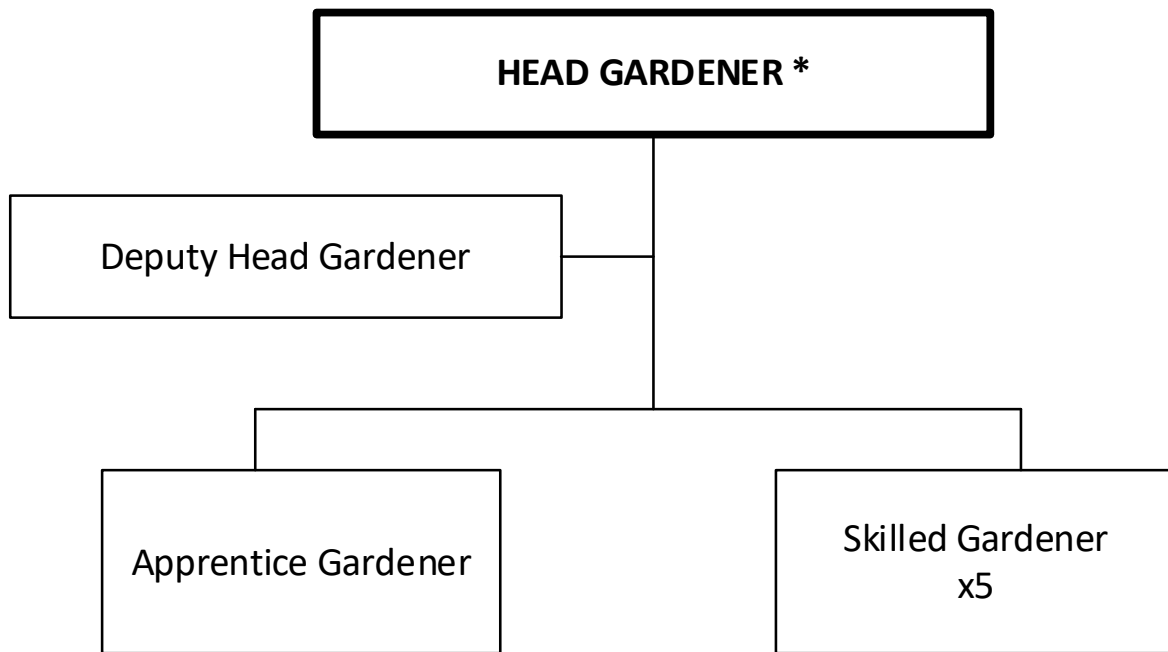
This is a friendly, warm, and welcoming place. The College is held in deep affection by its members, who include around 155 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of our planet.

College Aims: the College's statutory aims are the advancement of education, religion, learning and research.

Department Aims: The aim of the Gardens Department is to develop and maintain the College gardens and grounds in an efficient and environmentally sensitive manner in order that they can be enjoyed by members of the college, staff and visitors both now and in the future. The Gardens Department sits within the Domestic Bursar's team in the College.



Gardens Department Organisational Chart



Job Purpose

St John's College is looking to recruit a new apprentice to join our friendly Gardens team, reporting to the Head Gardener. This is a two year fixed term apprenticeship organised with KEITS Training Services. St John's will provide full time paid work, with training and the successful applicant will work towards obtaining a Level 2 qualification as a horticultural operative. The role will be based at St John's College but they will join apprentices from a small number of other Colleges for regular training sessions at nearby King's College.

These are exciting times in the gardens at St John's, with efforts underway to revitalise and redevelop large areas of the grounds and gardens. The apprentice will be fully involved with these works, whilst contributing to the daily upkeep and maintenance of the College gardens.

Principle Accountabilities

The Apprentice Gardener will work in a designated area of the College grounds as instructed by the Head Gardener, Deputy Head Gardener or qualified member of the garden staff. Tasks vary on a daily basis and will include, but not be limited to the following (after instruction or training):

1. The cutting, spiking, fertilizing, weed treatment, top dressing, and repair to all lawn grass areas at the appropriate time of year, in order to promote lawn health and enhance appearance.
2. The cutting and pruning of hedges and trees at the appropriate time of year in order to promote health and enhance appearance.
3. The cultivation, staking, pruning, and feeding of herbaceous plants and shrubs, at the appropriate time of year, in order to promote the health of border plants, propagate new stock, and enhance the appearance of the college grounds and garden areas.

4. The planting of informal flower beds, trees and shrubs, in order to promote plant health and enhance the appearance of the college grounds and garden areas.
5. The maintenance of all gravel pathways and edges, in order to minimize the risk of slips, trips and falls and to enhance appearance.
6. Cleansing work in and around gardens and storage areas in order to maintain a safe environment for members of the college, their guests and visitors. This includes the safe removal and disposal of dangerous and hazardous materials.
7. The maintenance and safe use of hand tools and power tools including hedge trimmers, strimmer's, blowers, ride on mowers, pedestrian mowers (cylinder and rotary).
8. Communicating regularly with the Head Gardener and/or Deputy Head Gardener on progress and contributing ideas on how to improve and develop the College grounds.

This list includes the principle accountabilities of the role. Other relevant duties may be specified by the Head Gardener from time to time.

Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role.

Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> The successful candidate will demonstrate an enthusiastic interest in horticulture, with a keen desire to learn and develop their skills. Demonstrable experience of and enjoyment in being part of an effective team. Commitment to attend training for at least one day per week for the duration of the apprenticeship.
Skills, Abilities and Competencies	<ul style="list-style-type: none"> The ability to work on own initiative on day to day activities within guidelines set by the Head Gardener, Deputy Head Gardener or other qualified garden staff. Ability to follow advice concerning Health and Safety guidelines. Able to read and understand relevant Risk Assessments.

Additional Information

The College and gardens stand in approximately 22 acres and lie within the Cambridge Central Conservation Area. Both the River Cam and the Bin Brook run through the estate and the grounds lie within the River Cam floodplain area. They include a wide range of ornamental lawns, formal gardens, mature trees and shrubberies, magnificent herbaceous borders, the 'wilderness' area (a copse of large trees, shrubs, spring bulbs and a population of rare Martagon lilies), river embankments and a number of residential gardens attached to College houses. Some parts of the gardens were designed by Lancelot 'Capability' Brown in the 1770s and other parts by Thomas Sharp and Sylvia Crowe in the 1950s. The main site is Grade 2* listed on Historic England's Register of Historic Parks and Gardens.

The Apprentice Gardener role sits within the College Gardens Department which is led by the Head Gardener. The team comprises 8 people, including the apprentice gardener who is a member of the

intercollegiate apprenticeship scheme. The team is also regularly aided by a limited number of volunteers.

Terms & Conditions

Length of post: 2-year fixed term contract

Hours of work: 36.25 per week, Monday—Friday

Salary: £22,980.70 per annum plus benefits

Location: The role is based at St John's College in Cambridge

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

Read more about the benefits of working at [**St John's**](#).

The appointment will be subject to an initial probationary period of six 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 is one month on either side.

Recruitment Process

The deadline to apply is **9.00am** on **Monday 1 July 2024**. Interviews are expected to be held during the week commencing 8 July 2024.

Please include in your application:

- A fully completed application form
- A covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you
- A full and up to date c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Further information is available on the College website (<https://www.joh.cam.ac.uk/data-protection>)

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