



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Part-time Skilled Gardener

Candidate information pack
January 2024

An overview of St John's College, Cambridge

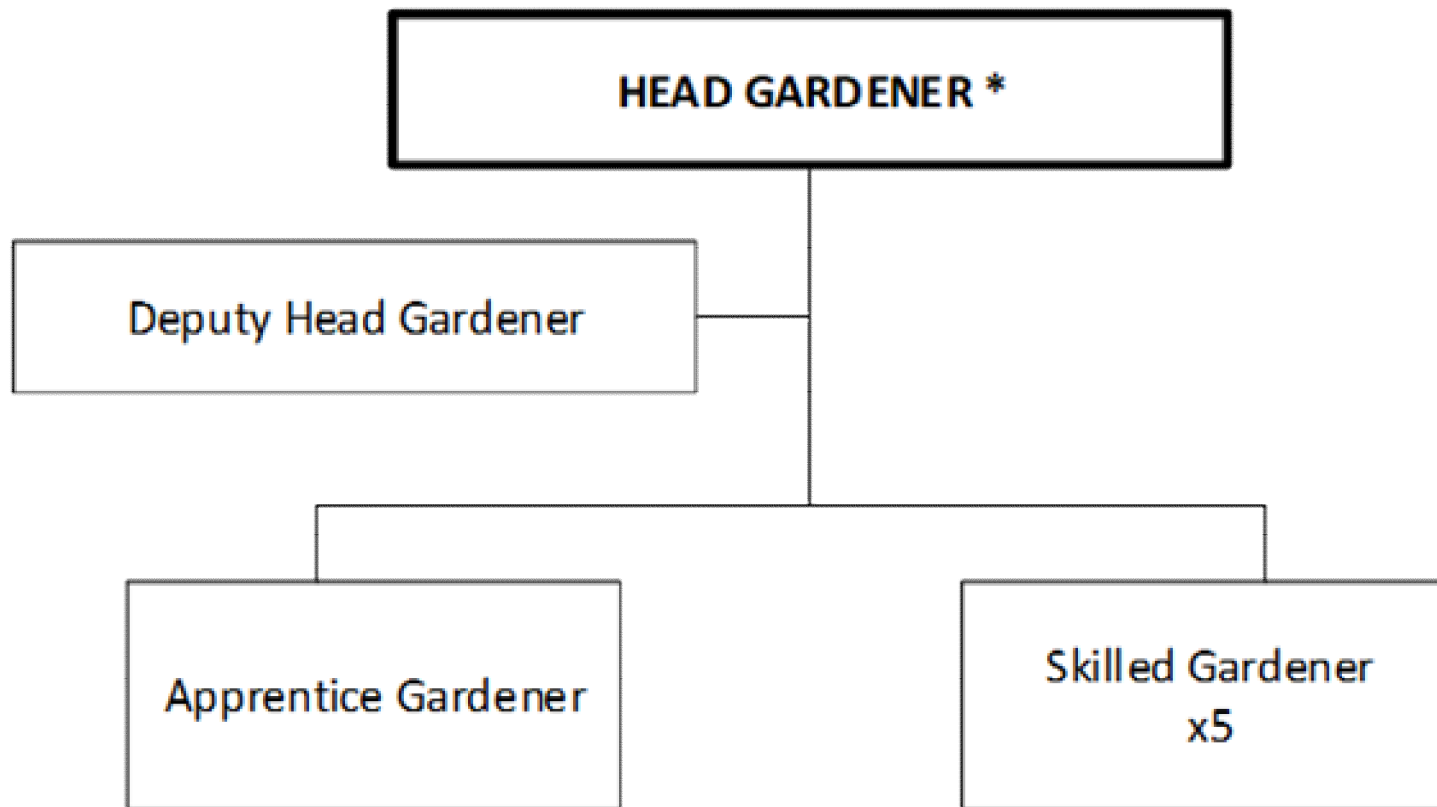
An inspiring place in which to work

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.



Gardens Department Organisation Chart



Job Description

Principal Responsibilities

Working as a core member of the team, each gardener will carry out a variety of tasks to support the maintenance and development of the College grounds, under the leadership, guidance, and management of the Head Gardener. Tasks vary daily and will include, but not be limited to the following:

- 1) The cutting, spiking, fertilizing, weed treatment, top dressing, and repair to all lawn grass areas at the appropriate time of year, to promote lawn health and enhance appearance.
- 2) The cutting and pruning of hedges and trees at the appropriate time of year to promote health and enhance appearance.
- 3) The cultivation staking, pruning, and feeding of herbaceous borders and shrub borders, at the appropriate time of year, 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, at the appropriate times of year, to promote plant health and enhance the appearance of the college grounds and garden areas.
- 5) The maintenance of all gravel pathways and edges, to minimize the risk of slips, trips, and falls and to enhance appearance.
- 6) Cleansing work in and around gardens and storage areas 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 principal accountabilities of the role but is not exhaustive. 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 or are desirable additional attributes.

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> • An RHS Level 2 Diploma in the Principles and Practices of Horticulture or equivalent. • Proven practical experience in garden maintenance and management. • PA1 and PA6 spraying certificates. • Sound understanding of Health and Safety in the context of garden maintenance and management. • An understanding of the care and control of tools and machinery at work. • Knowledge of the care and upkeep of PPE equipment. 	<ul style="list-style-type: none"> • Relevant certificates in handling basic garden machinery preferred.
Skills, Abilities and Competencies:	<ul style="list-style-type: none"> • You will have an eye for detail and take pride in your work. • Our ideal candidates will have previous experience maintaining high end displays, with a real passion for plants, and will be individuals who can truly make a difference to the upkeep and development of our gardens. • To be successful in this role you'll need to be a great team player with good communication skills, but also able to prioritise work effectively and be capable of working under your own initiative. 	<ul style="list-style-type: none"> • An understanding of and sympathy with the opportunities and challenges associated with working in an historic and operational educational setting would also be helpful.

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between £25,306.75 – £27,452.49 p.a. (depending on experience) plus benefits pro rata
Hours of work:	19 hours per week
Location:	The role is based 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) pro rata for those not working a 5-day week

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

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

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full 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

to arrive no later than **9.00 am** on **9.00am** on **11 February 2024**. Interviews are expected to be held during the week commencing **12 February 2024**.

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. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.



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