Further particulars for the post of Apprentice Gardener
Requirement

St John’s College wishes to appoint an Apprentice Gardener on a fixed term basis.

St John’s College

St. John’s College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

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.

Principal Responsibilities and Duties

Job title: Apprentice Gardener

Department: Gardens

Responsible to: The Head Gardener

Job Purpose: To contribute to the care and maintenance of the College grounds and garden areas at external College hostels in order that they can be enjoyed by members of the college, staff and visitors.

Principal Responsibilities

a) 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. Area(s) include the following after instruction or training.

i. 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.

ii. The cutting and pruning of hedges and trees at the appropriate time of year in order to promote health and enhance appearance.
iii. The cultivation staking, pruning, and feeding of herbaceous borders and shrub borders, 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.

iv. The planting of informal flower beds, trees and shrubs, at the appropriate times of the year, in order to promote plant health, increase biodiversity and contribute to the appearance of the College grounds.

v. The maintenance of all gravel pathways and edges, in order to minimize the risk of slips, trips and falls and to enhance appearance.

vi. 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.

vii. The maintenance and safe use of hand tools and power tools including hedge trimmers, strimmer’s, blowers, ride on mowers, pedestrian mowers (after the appropriate training).

The list includes the principle accountabilities of the role, but is not exhaustive. Other relevant duties may be specified by the Head Gardener, Deputy H. G, 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.

**Qualifications, Knowledge and Experience:**

- To have a keen interest in Horticulture, and some personal experience of gardening.
- A willingness and ability to learn new skills and techniques.
- 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.
- The apprenticeship scheme would take place over a 2 year period.

**Skills, Abilities and Competencies:**

- 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.
- To follow advice concerning Health and Safety guidelines.
- To read and understand relevant Risk Assessments.

**Terms and Conditions**

Length of post: 2 years
Salary: The salary for the post will be between £18,471.85 and £18,979.89 p.a. (depending on experience).
Hours of work: 36.25 per week
Location: The role is based in Cambridge.

Contractual benefits include:

- A 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 **09:00 am on 23rd November 2020**. Interviews are expected to take place on **2nd
December 2020**.

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.