



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the post of
Part-time Skilled Gardener**

Requirement

St John's College wishes to appoint a part-time Skilled Gardener on a permanent basis.

St John's College

St John's College was founded in 1511 and is one of the largest of the colleges in the University of Cambridge. It is a registered charity established for the advancement of education, religion, learning and research. The College is made up of academic Fellows, staff and both undergraduate and graduate students and is a very diverse, partially residential community with many members from overseas.

The College grounds extend to some 11 hectares 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, parkland recreation space, formal gardens, mature trees, 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 Skilled Gardener role sits within the College Gardens Department which is led by the Head Gardener. The team comprises 8 full time posts (9 people) and includes an Apprentice Gardener who is a member of the intercollegiate apprenticeship scheme. In the past, the team has also worked with volunteers and there is interest in revitalising this scheme.

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

Department Aims: The Domestic Bursars' aim to which your post is aligned through your sub department, is to provide effective, efficient, and timely support services in order to enable the College to fulfil its statutory aims.

Sub-Department Aims: The aim of the gardens department is to 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.

Principal Responsibilities and Duties

Job title: Skilled Gardener

Department: Gardens

Responsible to: Head Gardener

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

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 on a daily basis 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, 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 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.
- 4) The planting of informal flower beds, trees and shrubs, at the appropriate times of year, 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, 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.

Qualifications, Knowledge and Experience:

- An RHS Level 2 Diploma in the Principles and Practices of Horticulture or equivalent.
- Proven practical experience in garden maintenance and management.
- Sound understanding of Health and Safety in the context of garden maintenance and management; relevant certificates in handling basic garden machinery preferred.
- PA1 and PA6 spraying certificates.
- An understanding of the care and control of tools and machinery at work.

- Knowledge of the care and upkeep of PPE equipment.

Skills, Abilities and Competencies:

- 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.
- 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 per week
Location:	The role is based 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 **16 June 2023**. Interviews are expected to take place week commencing 19 June 2023.

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.