Further particulars for the post of Apprentice Gardener
**Requirement**

St John’s College wishes to appoint an Apprentice Gardener on a 2-year 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](http://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. The Gardens Department sits within the Domestic Bursar's team in the College.

**Principal Responsibilities and Duties**

**Job title:** Apprentice Gardener

**Department:** Gardens

**Responsible to:** Head Gardener

**Job Purpose:** St John’s College is looking to recruit a new apprentice to join our friendly Gardens team. 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.

**Principal Responsibilities**

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.

Resources Managed / Facts and Figures:

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. In the past, the team has also worked with volunteers and there is interest in revitalising this scheme.

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:

- 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:

- 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.

Terms and Conditions

Length of post: 2 year fixed term
Salary: The salary for the post will be between £19,216.26 - £19,744.78 p.a. (depending on experience)
Hours of work: 36.25 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)

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 September 2022**.

We reserve the right to close this vacancy early if we find a suitable candidate. Early applications are encouraged.

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.