

JOB DESCRIPTION

Gardener (Part-time)

College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

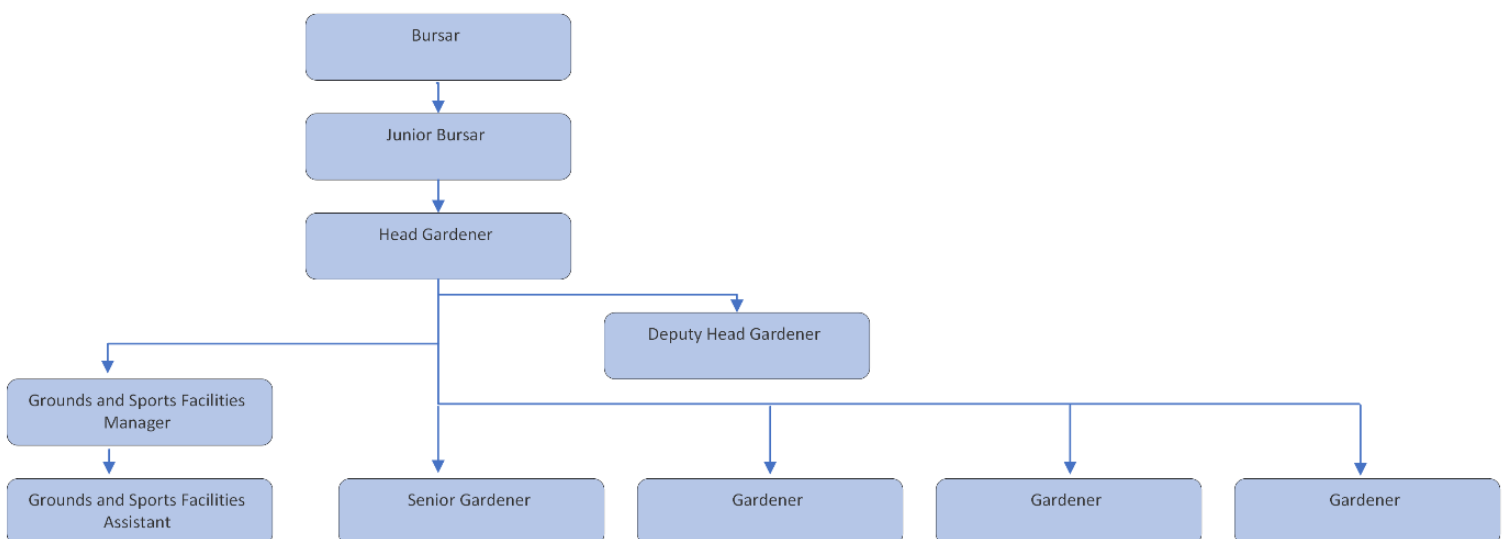
Role Purpose and Department Structure

The Gardens and Grounds Department at Girton College is currently made up of the Head Gardener, Deputy Head Gardener, Grounds and Sports Facilities Manager, four gardeners and a Grounds and Sports Facilities Assistant.

Team/ Department: Gardens and Grounds Team/Gardens and Grounds Department

Reporting to: Head Gardener, Deputy Head Gardener

Also supporting: All members of the Gardens and Grounds Team.



Purpose of Job

The person appointed will work as part of a small, friendly team of gardeners and grounds people under the supervision of the Head Gardener, which is responsible for the upkeep and maintenance of the gardens, grounds and sports facilities at Girton College, Swirles Court and its properties to a standard which meets the needs of the college and the wider community. The purpose of the job is to carry out each task to the highest possible standard and to contribute to develop excellence in horticulture at the College. The main focus for the successful candidate will be the maintenance of Swirles Court, but they will also be expected to carry out work on the main college site when needed.

Role Duties and Responsibilities

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

Main Duties

- Lawn care. General maintenance and repair of lawns and grass areas.
- Cutting and training hedges and maintaining shrub borders.
- General maintenance of herbaceous borders including digging, staking, weeding and replanting as required.
- Carry out some basic arboriculture activities, such as pruning and staking.
- Greenhouse and nursery practice. Including seed sowing, watering, propagation and potting.
- Maintenance of paths, edges and garden features.
- Assisting with new landscaping work undertaken by the Garden Department.
- General maintenance of pond and surrounding areas.
- Keeping the Head Gardener informed of equipment breakdowns, malfunctions and progress of assigned tasks.
- Work safely and maintaining tools and equipment in the correct and safe manner.
- Assist with all Garden contractors as and when required.
- Assist with the college volunteer scheme and with student volunteers as needed.
- Install & maintain the College gates and fences.
- Assist with the general cleaning and clearance of litter, leaves, snow and ice.
- Assist with the upkeep and maintenance of Swirles Court and other properties as needed.

General

- Any other duties at the Head Gardeners discretion, which may include some working outside of normal office hours and at weekends for special events and weekend watering.
- The post holder will be required to work in accordance with college policies and procedures.
- The post holder is to co-operate with requirements of all College Departments for the efficient operating and running of the College.
- The post holder is to observe all Health and Safety, regulatory and security measures and be responsible for their own health and safety in the workplace
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised
- Assist with the upkeep and maintenance of sports facilities when required.

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.



PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
A recognised NVQ level 2 qualification or equivalent in horticulture.		✓	CV and Cover Letter Interview
Relevant experience (paid or voluntary) of working in gardening or horticulture.	✓		
Chainsaw qualification.		✓	
Full drivers' licence.		✓	
Skills and Experience	Essential	Desirable	Method of assessment
Good knowledge of plants, lawns and trees.	✓		CV and Cover Letter Interview References
Knowledge of garden machinery and its care.		✓	
Understanding of a grade 2 listed building environment.		✓	
PA1/PA6 - Safe Use of Pesticides and Handheld Applicator.		✓	
Basic computer literacy.	✓		
The ability to work in remote and confined spaces, to work on ladders, portable tower and fixed scaffolding.		✓	
Personal qualities	Essential	Desirable	Method of assessment
Good communication skills, verbal and written.	✓		CV and Cover Letter
Ability to work as part of a team and independently.	✓		
Ability and willingness to learn new skills.	✓		Interview
Hardworking, conscientious and reliable.	✓		References

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.



EMPLOYMENT

Salary	USSS Point 28 - 32 - £26,707 to £29, 588 (FTE) £16,024 - £17,752 (Pro-rata) (depending on skills and experience).
Working arrangements	Part time, 22.5 hours per week
Contract term	Permanent, subject to a six-month probationary period
Annual leave	Pro-rata of 26 days paid holiday plus 8 public holidays.
Other	<p>We also offer:</p> <ul style="list-style-type: none">Life Assurance 3 X Annual salaryEmployee Assistance ProgrammeWorkplace PensionHealth Cash Plan (MediCash)Cycle to Work SchemeElectric Car SchemeGym & swimming poolFree Staff Lunch and refreshmentsStaff discount to hold private events in CollegeLocal Discounts via the UniversityAccess to a Holiday Playscheme <p><i>Some of the above are non-contractual</i></p>