VACANCY: SENIOR GARDENER

Wolfson College is one of the 31 Colleges in the University of Cambridge and provides an academic home for over 900 students aged 21 or above, 200 Fellows, 300 senior members and 100 staff. There are more than 450 residential units on site, housing over 500 residents. The College is the most cosmopolitan in Cambridge which, together with its egalitarian ethos, helps to create a very friendly working environment. Full details of the College are available at www.wolfson.cam.ac.uk

An opportunity has arisen for a Senior Gardener to join our team at Wolfson College. The College has a passion for maintaining its gardens to a very high standard. We now seek a Senior Gardener with the professionalism, commitment and experience to work within our Garden team ensuring our gardens are of the highest standard.

The successful candidate will have: good organisational skills; experience of working within a team; the ability to make decisions whilst maintaining a very high level of professionalism; the ability to remain calm whilst working under pressure and to have a passion for horticulture and gardening.

HOW TO APPLY

Please complete a Wolfson College Application Form and send it, with a covering letter (CV optional) setting out why you feel you are suitable for this role, to arrive by 12.00 Midday on Monday 18 June, to:

Mrs Sally Cullen (ref. Senior Gardener)
HR Manager
Wolfson College
Barton Road
Cambridge CB3 9BB or by email to: jobs@wolfson.cam.ac.uk

Your Interview will take place on a suitable date, to be confirmed.

Candidates selected for interview will have the opportunity to have a tour of the gardens with the Head Gardener; the date to be confirmed at the point of arranging the interview.

TERMS AND CONDITIONS

Starting salary: The starting salary for this post is £22,827 per annum

Benefits: Membership of the NOW pension scheme (www.nowpensions.com), with employer contributions of up to 13%; Death-in-service benefit of two times salary; 25 days’ holiday per year, plus public holidays; Membership of a healthcare cash plan; Free staff lunch when the College kitchens are open; Uniform; Free parking; Use of the College Gym and Library. The College operates a childcare voucher scheme for staff

Days/Hours: 37.5 hours per week; 8am to 4.30pm, with an hour’s lunch break. Occasional weekend work will be required, as dictated by the weather (for example for watering).
Term of appointment: 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 would be one month on either side.

Wolfson College is an Equal Opportunities Employer
Job title: Senior Gardener

Responsible to: The Head Gardener
The Domestic Bursar has overall responsibility for the Department

Job role: To work as part of the Gardens team within the gardens and grounds of the College. To assist the Head Gardener with the day-to-day running of the gardens and grounds in their absence, organising the gardeners to form an efficient and effective team.

This job description summarises the main duties and responsibilities of the post and is not exhaustive:

Key duties and responsibilities

Contributing to the maintenance of the gardens:

- Identifying problems and making recommendations for improvements
- Suggesting new or refreshed planting
- Assisting the Head Gardener with garden tours if required
- Encouraging a good team spirit and regular ‘team-working’ to create a close-knit and highly motivated team whereby the gardeners can benefit from your knowledge
- Meeting weekly (Monday, 8am) with the Head Gardener and team to discuss issues and ideas (planning time)

Maintenance of grassed and hardscape areas:

- Cutting, edging, scarifying of lawns, in conjunction with the team of gardeners
- Cleaning and clearing of debris (leaves, twigs, rubbish) with the two Gardeners, assisting them with this work
- Participating with lawn thatch removal, scarifying and topdressing of lawns as and when necessary (team job, 3-4 gardeners)
- Application of herbicides to hard-landscaped areas (Glyphosate) in conjunction with the Head Gardener

Maintenance of borders, hedges and planting:

- Maintaining a programme for replacing annuals and bi-annuals to provide year round interest
- Replacing and replanting shrubs and other plants in accordance with planting schemes
- Division of perennials and ornamental grasses every 3 years or as required
- Pruning, trimming, weeding, deadheading and tidying plants, shrubs, roses etc. in accordance with good horticultural practise and garden design requirements
- Ensuring plants have sufficient water and nutrition (feeding and mulching)
- Assisting the Head Gardener with mulching and border maintenance as and when required
- Organising the production of homemade composts/mulch (turning, watering and aerating compost heaps), laying down mulch, woodchips and soil conditioners to improve soil fertility
- Monitoring for signs of pest and disease infestations and treating as appropriate
- Attend to the greenhouses and hanging baskets (plants and watering, especially at weekends when required to)
- Organising and assisting the two gardeners with hedge-cutting, pruning of shrubs and climbers and shaping topiary specimens (all mostly ‘team jobs’, 3-4 gardeners).
Health and Safety:

- Ensure all machinery is kept in a safe working condition according to Risk Assessments and manufacturer recommendations for individual machines
- With the Head Gardener, ensure the Gardens department complies with all necessary statutory Health and Safety legislation
- Assist the Head Gardener in ensuring all staff are properly dressed and using safety wear where appropriate
- Assist the Head Gardener in ensuring that all equipment is maintained and repaired as necessary by the nominated contractor
- All staff must adopt a responsible attitude towards health and safety and comply with any procedures required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety.

NETWORK OF CONTACTS

- Head Gardener and other members of the gardening team
- All staff, students, Fellows and visiting academics who live and work on the College site
- Gardeners in other colleges
- All external contractors and suppliers

Additional responsibilities:

- Take an active interest in keeping up-to-date on trends and practices of gardening
- The post-holder may be required to undertake other duties of similar level and responsibility, as dictated by the Head Gardener and the management team of the College.

Special Conditions of Service:

- Holidays must be taken in agreement with the Head Gardener, taking into account the holiday rota for the department.
- All leave, including unpaid leave, must be requested and authorised before you can consider it confirmed. The College reserves the right to refuse requests due to the business needs of the College.
- Take part in the annual College Staff Review process.

The above is the general job description for the Senior Gardener at Wolfson College.
### Person Specification: Senior Gardener

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<th>Essential</th>
<th>Desirable</th>
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#### Qualifications, Experience and Background
- Experience and knowledge of working as a skilled gardener
- Hold a minimum of five GCSEs or equivalent, including Maths and English at grade C or above
- Experience of working in horticulture/ a relevant horticultural qualification (NVQ level 2 or RHS level 2 in Horticulture)
- PA1 and PA6 pesticide application certificates
- Experience in the use of garden machinery
- Experience of ‘Garden and Planting Design’

#### Technical Knowledge and Skills
- Ability to demonstrate a high standard of technical skills associated with Gardening
- Ability and understanding of working with a formal Health and Safety Policy
- Good Administrative and IT Skills

#### Personal Attributes
- Hospitable, pleasant, polite, proactive and professional with a very good eye for detail
- Reliable, punctual, trustworthy, flexible and shows initiative with a clear desire to help and a can-do attitude
- Good Communicator - regular communication with Head Gardener/Gardeners regularly
- Very high level of physical fitness required for this demanding role
- Clear recognition of the work ethic required to fulfil the role
- High level of spoken and written English (this is essential to carry out the duties of the position and for Health and Safety training)

#### Teamwork Skills
- Able to work as part of a team as well as under own initiative
- To be a strong ‘team player’
- Be a decision-maker
- Ability to adapt to the different needs of working within the College environment