**ST JOHN’S COLLEGE  
College Gardener  
FURTHER PARTICULARS**

The College is seeking to appoint a College Gardener to maintain the gardens and areas around the College. The post holder will be working in a small team and report to the Head Gardener.

**The College**

St. John’s College is one of the larger colleges in the University of Oxford. Conveniently situated on St. Giles, it was founded in 1555 by Sir Thomas White and has around 650 students and 100 Fellows. Like all colleges, it is an independent, self-governing establishment, which functions both as an academic institution and as a social and residential centre for its members. For further information about the College, please visit our web-site at www.sjc.ox.ac.uk

**About the post**

The Gardener will carry out instructed duties under the supervision of the Head Gardener or designated representative. All works will be carried out in accordance with appropriate Statutes, Codes, Regulations, Standards and Departmental Procedures.

**Principal responsibilities include:**

The following duties are the responsibility of the Gardener:

* Light tree work and maintenance.
* Planting and staking trees
* Shrub planting
* Pruning of shrubs and climbers
* Planting bedding schemes, window boxes, tubs, and watering
* Leaf clearing & path maintenance.
* Snow clearance and salting of paths.
* Mulching borders.
* Hoeing and raking garden paths.
* Weed control, and clearing debris on hard and soft areas.
* Border maintenance: weeding, forking, cutting back, lifting and splitting, planting, staking, tying in, deadheading and watering.
* Lawn maintenance: mowing, edging, scarifying, spiking, top dressing, re-seeding, pest, disease and weed control, irrigating, repairing and renovating lawns.
* Hedge maintenance.
* Litter picking and emptying rubbish bins around College Quads.
* Maintain machinery and vehicles, which will include, servicing and checking the condition of machinery as appropriate and keeping accurate records of machinery.
* Greenhouse duties.
* Identify, record, label plants and trees as required, referencing and recording data on the gardens database.
* Attending meetings, training sessions and courses, held in-house or externally as required.
* Completion of time sheets in a timely manner.

The list of duties and responsibilities is not exhaustive and you may be required to carry out alternative tasks as instructed by your supervisor to ensure the Department can operate an efficient service at all times.

**Selection criteria**

**Required**

* Previous gardening experience in a similar environment or NVQ Level 2.
* Excellent time management skills.
* Good interpersonal skills.
* Being prepared to undertake the above duties and being supervised if the need arises.
* Good standard of personal presentation.
* Flexible approach to working.
* Multi skills ability.
* Ability to meet deadlines.
* Good team player and ability to work on their own initiative.
* Ability to complete work order time sheets and similar paperwork in a timely manner.
* Willingness to work outdoors throughout the year.

**Desirable**

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* Chainsaw certificates.
* Awareness of COSHH.
* Health and Safety awareness.
* Clean UK driving licence with no penalties or convictions.
* Experience of operating tractors and associated equipment.
* Computer/IT skills - email, internet, word-processing, spreadsheets and databases.

**Terms and Conditions of Employment**

**Salary**: Appointment will be at Grade 3 of the University’s salary scale for support staff currently £18,777 - £21,585 p.a. The appointment will be made on the scale according to qualifications and experience.

**Hours of work**: Monday – Friday, normally 8am – 12noon and 1pm – 5pm.

You will be required to work 40 hours per week, but will receive pay based on 38 hours, and as a result are entitled to Thirteen Rest Days per year.

REST days can only be taken at the discretion of the Head Gardener, and requests for such a day should normally be placed at least SEVEN days beforehand. In emergency this warning period may be waived.

If, at some future time, basic weekly hours are altered the arrangement for REST days would be reviewed.

Overtime is not normally worked. However there will be occasions due to garden parties, College balls and other College functions, where you will be expected to work weekends and/or out of hours. Remuneration will be time off in lieu or overtime payments, all to be agreed in advance with the Head Gardener.

**Holidays**: The holiday year runs from 1 January to 31 December, annual leave entitlement is 32 days, inclusive of eight Public Holidays and five fixed days of closure at Christmas.

**Pension**: As an employee of St John’s College the post holder will automatically be enrolled into the St John’s College Staff Pension Fund with effect from the first day of employment. Contributions will be payable in equal monthly instalments in arrears. **Probationary and notice periods**: The appointment is subject to satisfactory completion of a six-month probationary period, during which the notice period will be one month on either side. Once the appointment has been confirmed, the notice period on either side will be:

1. After the initial probationary period, and up to two years’ service - one week;
2. For each full year of continuous service after two years’ service - not less than one week for each continuous year of service, up to a maximum of twelve weeks’ notice.

Appointment procedure

Applications consisting of a covering letter explaining your suitability for the post and full CV should be sent via email to [vacancies@sjc.ox.ac.uk](mailto:vacancies@sjc.ox.ac.uk) . or by post to Mrs Amanda Armstrong, College Office, St John’s College, St Giles, Oxford, OX1 3JP.

Closing date for applications is Friday, 2 March 2018 at 12 noon. Applications received after the deadline will not be considered.

It is anticipated that interviews will be held on Friday, 16 March 2018.

Please give the names, addresses and telephone numbers of two people who are prepared to give you a reference for this job and who have direct experience of your work through working closely with you for a considerable period. At least one of them should be your formal line manager in your most recent job. It is helpful if you can tell us briefly how each referee knows you (e.g. ‘line manager’, ‘work colleague’).

The College will assume that it is free to approach referees at any stage unless the candidate’s application stipulates otherwise. Candidates who wish a referee or referees to be approached only with their specific permission and/or if they are on the final shortlist and are invited to attend an interview, are asked to state such requirements explicitly alongside the details of the relevant referee(s).

If your application is successful, your appointment will be subject (i) to the provision of an original document which indicates your right to work in the UK, and (ii) the completion of an initial probationary period.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998 and the College’s Data Protection Policy and the College’s Data Protection Policy and recruitment monitoring process.

Equality of Opportunity

St John’s College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College requires that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, age or disability.