



## Further Particulars Gardener (Fixed Term)

(Ref 900329)

We are looking for someone who is a passionate and knowledgeable gardener, with experience of tending to gardens and plants in communal spaces. This role is available immediately to cover staffing needs in the department and is fixed-term for four months, in the first instance.

Our gardens are central feature of our environment and bring pleasure to our community and visitors. They are a focal point for our alumni and conference events. Maintaining them in excellent condition is a varied and challenging job.

You will work alongside a gardener with many years' experience in Somerville's gardens, supporting and taking the lead on various scheduled and ad-hoc tasks. You will be required to cover periods of absence and work flexibly in order to ensure that the gardens are well-maintained and watered.

### Main Duties

- Assist with the planning of routine garden jobs and maintenance tasks. Undertake the tasks as needed.
- Use pest and weed control measures in line with health and safety requirements
- Ensure the lawns are kept in good condition, clear of leaves and litter.
- Maintain the greenhouse plants and undertake weekend watering as required.
- Ensure paved areas, paths and steps are kept clear of hazards caused by weather conditions.
- Liaise with contractors working in College and its houses, ensuring tenants are kept informed as appropriate
- Support the carrying out of risk assessments as needed.
- Adhere to the College's Health and Safety Policy
- Support the arrangements for Christmas tree purchases and the lighting of outside trees as needed.
- Setting up site area for the annual college firework display.

### Selection Criteria

#### *Essential*

- Good working knowledge of plant and garden maintenance
- Good standard of literacy and numeracy, with basic IT Skills
- Experience of working to budgets and deadlines
- Able to communicate and work effectively with immediate and wider teams
- Pro-active and flexible approach to duties
- Good working knowledge of Health and Safety requirements related to gardens and their maintenance
- The physical fitness required for the role (e.g. lifting and carrying equipment, climbing and carrying ladders)
- Experience of operating garden machinery
- Driving licence - Able and willing to drive the College vehicle

#### *Desirable*

- Horticulture qualification or equivalent
- Nursery and propagation knowledge
- Knowledge and experience of pest control
- Experience of working in a College or similar environment

## Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. This information is for guidance and does not constitute the contract of employment.

<b>Duration</b>	This is a fixed-term post to cover current staffing needs to be filled as soon as possible. The post is available for four months in the first instance
<b>Salary</b>	The salary will be £22,562 which is aligned to Band 4 of the College's Pay Scale for Support Staff. Somerville salaries are regularly reviewed for cost of living.
<b>Hours of Work</b>	38 hours per week to be evenly spread from Mon-Fri as mutually agreed. Flexibility will be required, including at weekends, to respond to seasonal demands and College events.
<b>Holiday Entitlement</b>	Annual holiday entitlement for full-time support staff is 38 days per year (Oct-Sept), inclusive of bank holidays. The appointee will be notified of their pro-rata entitlement.
<b>Pension</b>	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
<b>Life Assurance</b>	Free life assurance for employees during employment (subject to age requirements).
<b>Meal Entitlement</b>	One free meal a day to be taken during a designated break on working days when the kitchens are open.
<b>Sickness Benefit</b>	A maximum of (pro-rata) six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and medical certificates.
<b>Employee Assistance Service</b>	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
<b>Childcare</b>	Somerville runs a small on-site Nursery. Employees may choose to enter a childcare salary sacrifice scheme. Alternatively employees may apply for childcare vouchers.
<b>Training</b>	We encourage relevant training. Financial assistance may be provided if appropriate.
<b>Smoking policy</b>	No smoking is allowed in any part of the College.
<b>Parking</b>	Unless related to a disability, there is no parking available for the post-holder.

## Application Procedure

**There is no formal closing date for this post and suitable candidates will be invited for interview as they apply. Early application is therefore advised.**

**Your application should comprise**

- A completed application form (including a personal statement and details of at least 2 referees)
- A curriculum vitae (CVs submitted on their own will not be considered)
- An Equal Opportunities Monitoring Form

**Email your completed application form to: [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk) quoting the vacancy reference**

**Suitable candidates will be invited to interview as soon as possible after their application has been received. If you have not heard from us within 2 weeks please assume your application has been unsuccessful.**

## Equal Opportunities

Equal Opportunities data does not form part of the selection process and will not be circulated to the panel. Completion of the form is voluntary. Data is used to monitor the effectiveness of the College's Equality and Diversity Policy and helps us meet our duties under the Equality Act 2010.

We are committed to ensuring that all applicants and staff are afforded equal opportunities within employment. Entry and progression 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 a protected characteristic. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

## Data Protection

All data supplied will be used only for the purposes of determining suitability for the post and will be held in accordance with the principles of the Data Protection Act, the General Data Protection Regulations 2018 and the College's Data Protection Policy. <https://www.some.ox.ac.uk/somerville-college-gdpr-framework/>

## Pre-employment screening

**DBS** - For some posts, successful candidates will be required to complete an enhanced Disclosure and Barring Service (DBS) check. The appointee will be advised whether this applies to their role when they are offered the post.

**Eligibility to work in the UK** - It is a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work before employment starts. You will need to provide original documents (and certified translations, if necessary). **If invited to interview, please bring these documents with you.**

**References** - Please provide details of at least two referees who have direct experience of your work through working closely with you. Where possible, at least one should be your line manager from your most recent job. Please indicate how each referee knows you. Your referees will be asked to comment on your suitability for the post, confirm the dates of your employment, and of any disciplinary processes which are still 'live'. **Unless you state otherwise, we may approach your referees at any stage, please state clearly if you wish to be contacted before a referee is approached.**

**Fitness to work** - employment will be conditional upon confirmation from the University of Oxford Occupational Health Service that you are medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010). This will be assessed via the pre-employment questionnaire which will be provided to the successful candidate.

The questionnaire will help to:

- (i) assess your medical capability to do the job for which you have applied
- (ii) determine whether reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment
- (iii) ensure that none of the requirements of the job would adversely affect any pre-existing health conditions.