



## Further Particulars Gardener (Fixed Term)

(Ref 900438)

We are looking for a hardworking enthusiastic gardener, with experience of tending to gardens and plants in communal spaces. This role is available immediately to cover departmental needs and is fixed-term for four months, in the first instance.

Our gardens are the 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.

### Main Duties

- Assist with garden maintenance tasks including weeding, watering, pruning, planting, lawn mowing, hedge trimming and leaf blowing.
- Helping with project work.
- Working as part of a small gardens team.
- Adhere to the College's Health and Safety Policy
- Support the arrangements for Autumn planting and pre-Winter set up.

### Selection Criteria

#### *Essential*

- Ability to do physical work
- Willingness to learn how to carry out horticultural tasks
- Willingness to work in all weather conditions
- Good attention to detail

#### *Desirable*

- Experience of working in gardens
- Knowledge of horticultural practices
- Experience of working in a college 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 department 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 in the range of £19,156 - £20,260 depending on experience, which is aligned to Band 2 of the College's Pay Scale for Support Staff. Somerville
<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.
<b>Training</b>	We encourage relevant training. Financial assistance may be provided if appropriate.
<b>Smoking policy</b>	No smoking or vaping 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

**The closing date for completed applications is 10 a.m. Friday 30 July 2021.**

**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 900438.**

## 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.