Further Particulars
Gardener

(Ref 900481)

We are looking for a self-motivated individual to work with the Head Gardener in maintaining the grounds and gardens within the College curtilage and College houses. The successful candidate would achieve a good standard of horticulture across the site, all year round.

About Somerville College
Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and is a friendly and diverse place which provides access to research, learning and the pursuit of excellence in all that we do. The current community comprises approximately 620 undergraduate and graduate students, many of whom live on site, and around 200 academic and support staff as well as a host of visiting academics, former members, conference and bed and breakfast guests.

Garden Organisation Chart

For further information about the College, please visit www.some.ox.ac.uk
Main Duties

• Work under the instruction of the Head Gardener to maintain the borders, including planting out, pruning, dividing, weeding, staking and irrigation.
• Work under the instruction of the Head Gardener to plan for future plant displays (borders and containers).
• Maintain the hedges and wall growing plants, working safely with ladders when required.
• Apply herbicides and pesticides in line with risk assessments and COSHH regulations.
• Keep the lawns in good condition with regular mowing, edging, feeding, weeding and irrigation. Clear leaves and litter from the lawns.
• Assist in the greenhouse with propagation: seed sowing, pricking out seedlings, taking cuttings, potting on and planting out. Undertake weekend watering as required.
• Assist the head gardener with supplying the kitchen with herbs for culinary use.
• Maintain indoor plants in communal areas.
• Ensure paved areas, paths and steps are kept clear of hazards caused by winter conditions that cause slippery surfaces. Apply salt in winter to ice and use the power washer to clean paths (Note - Lodge staff undertake salting of paths in the evenings and at weekends).
• Liaise with contractors when arranging for work to be carried out in College and in College houses.
• Assist head gardener with undertaking and recording risk assessments for the Gardens.
• Assist with setting up protection boards in advance of the annual firework display.
• Cover for the Head Gardener when absent and work with the Head Gardener on any jobs which involve two people.
• Assist the head gardener with supervising the trainee gardener.
• Assist with erection of College Christmas tree(s) and lights to be put up on outside tree.
• Carry a College radio to stay in touch with the Estates department and Lodge. Use in line with College policy.
• Drive the College vehicle when visiting outside College properties and when collecting Gardening supplies.
• Ensure that all duties carried out above are performed in line with the College’s Health and Safety Policy and that appropriate training is undertaken for the use of equipment in the performance of those duties.

Selection Criteria

Essential

• Experienced with landscaping, garden design and planting schemes, ideally including in communal spaces.
• Good standard of literacy and numeracy.
• Able to communicate and work effectively within a larger team.
• Good working knowledge of Health and Safety requirements related to gardening and landscape maintenance.
• Physical fitness required to undertake the role (e.g. lifting and carrying equipment, climbing and carrying ladders).
• Sound basic IT skills, familiar with Microsoft Outlook, Word and Excel (training would be available).
• Experience of operating and basic maintenance of garden machinery.
• Interested in a sustainable environment and friendly horticultural practices.
• Knowledge and experience of pest control.
• Driving licence

Desirable

• Nursery and propagation knowledge.
• 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. The information below is for guidance only and does not constitute the contract of employment.

<table>
<thead>
<tr>
<th><strong>Duration</strong></th>
<th>This is a permanent, full-time post and will be dependent on satisfactory completion of a-month probationary period. The appointment will be made subject to satisfactory employment checks as detailed below under ‘Pre-Employment Screening’.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary</strong></td>
<td>The salary range for this post is between £24,784 - £26,842 for 40 hours per week, which is aligned to Band 4 of the Somerville College salary scale for support staff, depending on skills and experience. The College pay spine is uplifted for cost of living on a regular basis, normally annually.</td>
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<tr>
<td><strong>Hours of Work</strong></td>
<td>Normal hours of work will be 40 per week, Monday to Friday.</td>
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<tr>
<td><strong>Holiday Entitlement</strong></td>
<td>The post holder will be entitled to pro-rata of 36 days holiday a year inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement.</td>
</tr>
<tr>
<td><strong>Pension</strong></td>
<td>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).</td>
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<tr>
<td><strong>Life Assurance</strong></td>
<td>College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).</td>
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<tr>
<td><strong>Meal Entitlement</strong></td>
<td>A meal on duty will be provided free of charge.</td>
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<tr>
<td><strong>Sickness Benefit</strong></td>
<td>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 production of medical certificates.</td>
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<tr>
<td><strong>Employee Assistance Service</strong></td>
<td>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.</td>
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<tr>
<td><strong>Childcare</strong></td>
<td>Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income &amp; Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit.</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.</td>
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<tr>
<td><strong>Smoking policy</strong></td>
<td>No smoking or vaping is allowed in any part of the College.</td>
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<tr>
<td><strong>Parking</strong></td>
<td>On-site parking facilities are not available.</td>
</tr>
</tbody>
</table>
Application Procedure

Your application should comprise

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

Email your completed application form to: recruitment@some.ox.ac.uk please quote vacancy reference 900481 in the heading

Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used to monitor the effectiveness of the College’s Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Communication regarding the status and outcome of your application will be made via e-mail.

The closing date for completed applications is 10a.m. on Monday 26th September 2022.

It is anticipated that interviews will be held as soon as possible after the closing date.

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment 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 age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied by candidates 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.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it 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 in the UK before employment can commence.
Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

2. **References**

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still ‘live’.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

3. **Medical fitness**

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

(i) assess the candidate’s medical capability to do the job for which they have applied:

(ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have

(iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.