

## St Hugh's College – Job Description

1. **Job title:** Gardener
2. **Reports to:** Head Gardener
3. **Direct reports:** None
4. **Job summary:** To carry out all necessary works in connection with the Maintenance and improvement to the extensive College grounds.
5. **Key relationships:** Custos Hortulorum, Fellows, Maintenance and Domestic Department.
6. **Key responsibilities:**

### Maintenance and Upkeep

- Maintenance of Lawns - mowing, irrigation, feeding, selective weed-killing, edging, scarification, top dressing, spiking, rolling, turf lifting/laying, grass seeding and leaf sweeping.
- Maintenance of Borders - including division/re-planting of herbaceous stock, transplanting, pruning and general care of all plants.
- Composting - help implement improvements to the storage and recycling of green waste.
- Weed Control - on hard surfaces, gravel paths, hedge lines, beds and borders by mechanical means. Chemicals only to be applied following appropriate training.
- Assist in the maintenance of greenhouses and nursery, growing of relevant bedding for ornamental displays.
- Leaf control - Clearing of all leaf litter throughout campus.
- Litter Control - On all external hard and soft surfaces, cycle stores, shrub borders, lawns, basement wells.
- Machinery and tools - Operate College machinery as directed by your line manager and in accordance with the appropriate risk assessments.
- Ensure all machinery and tools are adequately cleaned at the end of each day.
- Roof top gardens and courtyard's including Removal of organic matter, treatment and removal of moss and lichens.
- To assist in the development and improvement of the College gardens.

### Health & Safety

- General - ensure all work is carried out in accordance with the Health & Safety at Work Act and all other relevant legislation. Follow safe working practices at all times.
- Risk and COSHH Assessments - comply with all Risk and COSHH assessments for all work tasks and chemicals used within the gardens.
- Liaise closely with your line manager regarding all Health and Safety issues.
- Snow and Ice - clear and apply salt to snow and ice to keep main routes safe during inclement weather. Special attention to be given to external steps and ramps.

### General

- Ensure regular liaison takes place with College staff, students and tenants regarding all proposed maintenance works within the College campus.
- Environmental - assist your line manager to ensure environmental practices and recycling measures are implemented and developed.
- To carry out any other reasonable duties as requested by your line manager.

## **7. Selection Criteria:**

### **Essential**

- Experience of working in an amenity horticultural environment and relevant horticultural qualifications, with a minimum of NVQ level 2 or RHS equivalent in Horticulture.
- An ability to identify and meet the needs of both internal and external customers in order to deliver a high-quality service.
- An ability to communicate effectively with College members at all levels of seniority.
- Excellent communication skills enabling work with colleagues as a team on a consistent, long-term basis.
- A positive and helpful attitude towards work and colleagues.
- An ability to work independently and in a team.
- The applicant must be able to demonstrate good manual dexterity and physical ability in this predominantly manual role.
- PA1 & PA6 spraying licence

### **Terms and Conditions**

Grade 2 - Salary £17,062.50 - £17,628 (discretionary £18,369 - £21,196.50)  
per annum

37.5 hours per week

You will be required to work additional hours when authorised and as necessitated by the needs of the College, some of which may be at the weekend for which time off in lieu will be given

Free lunch at all times of the year when College meals are available

38 days holiday per year, which includes public holidays and Christmas closure period

Oxford Staff Pension Scheme