

## JOB DESCRIPTION

**Job Title:** Gardener

**Department:** Gardens

**Reports to:** Head Gardener, Deputy Head Gardener and Senior Gardeners

**Purpose of role:**

To maintain the Gardens at Trinity College to the highest possible standards and perform the daily tasks as part of a team or individually, under the instructions and guidance of the Senior Gardeners, Deputy Head Gardener or Head Gardener.

**Key accountabilities:**

1. To maintain the College Gardens to the highest possible standards.
2. To perform the daily tasks, as instructed, by the Garden area supervisors, as part of a team or individually, to achieve said standards in a safe and competent way.
3. To prepare and apply horticultural products, including fertilisers, having gained relevant training and certificates, and to do so in a safe manner regarding personnel and the environment at all times.
4. To perform tasks involving various machines, hand tools, ladders and MEWPs and gain necessary qualifications/certificates to operate in a safe manner.
5. To undertake all general maintenance tasks including mowing, pruning, planting and strimming etc. to a high standard.
6. To report any Garden related issues or problems within the area of work involving staff, students, Fellow's, or members of the public to the Senior Gardener's, Deputy Head Gardener or Head Gardener as soon as possible. Report any dangerous occurrences immediately to the management team, Health and Safety Advisor and Porters.
7. To keep a record of machinery used for HAVS recording weekly, and record chemical applications as required.
8. To take part, on a call out basis, in the winter snow clearing rota.
9. To assist with emergency operations outside of working hours i.e. storm damage or flooding.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

## PERSON SPECIFICATION

Criteria	Description
<b>Experience</b>	<p>Knowledge and experience of practical garden maintenance</p> <p>Knowledge and experience of plant varieties and habitats</p> <p>Having worked in a similar horticultural environment (possibly in a trainee role)</p> <p>Awareness of all health and safety aspects within a horticultural environment</p>
<b>Skills</b>	<p>Ability to use horticultural machinery</p> <p>Competent in using a wide variety of hand tools</p> <p>Ability to work at height using relevant and safe equipment for the task i.e. ladders, MEWPs and steps</p> <p>Ability to work independently as well as part of a team</p>
<b>Qualifications</b>	<p><b>Essential</b> RHS level 2</p> <p><b>Desirable</b> Machine operators' certificate (NPTC) for various equipment</p> <p>Certificate in the safe use of chemicals PA1 and PA6</p>
<b>Additional requirements</b>	<p>A valid full driving licence</p> <p>Willingness to undertake training to carry out job role more effectively</p> <p>Prepared to work out of hours to assist with clearing snow and/or other acts of nature i.e. storm damage and flooding</p>

## EMPLOYMENT DETAILS

<b>Rate of Pay:</b>	£28,335 per annum.
<b>Hours:</b>	39 hours per week, Monday to Friday.
<b>Contract Type:</b>	Permanent.
<b>Holiday:</b>	25 working days plus 8 public holidays.
<b>Probationary period:</b>	6 months.
<b>Meals:</b>	Free lunch is provided for staff whose duties cover this period when working in College.
<b>Pension Scheme:</b>	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three months service. All staff will become members unless they choose to opt out.
<b>Private Health Care:</b>	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility.
<b>Employee Assistance</b>	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
<b>Cycle to Work Scheme</b>	Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply. Staff are able to join the scheme after successful completion of their probationary period, subject to eligibility.
<b>Gym:</b>	Membership of the College gym is available for a modest fee. Inductions are compulsory.
<b>Sports &amp; Social Club:</b>	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
<b>Access to College:</b>	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
<b>College Punts:</b>	Use of College punts at a subsidised rate.
<b>Childcare:</b>	Access to a workplace nursery, subject to places being available.