Gardens Assistant
£18,285
Permanent
40hrs/wk (Monday – Friday)

Is your ideal job working in the grounds and gardens of an Oxford College?

If you already have basic experience of caring for lawns and gardening, we would like to hear from you.

This full-time, permanent role will be part of our team who are passionately involved with the maintenance and development of our gardens and grounds within Keble College. Open all year round, the gardens cover around 4½ acres comprising of formal lawned quads with flower borders and mature trees requiring a high standard of maintenance, the whole forming a peaceful enclosed place in which to live and work.

The job offers a wide range of work including mowing, planting and maintenance of borders, hedge cutting and general gardening duties. Therefore it is essential that applicants should be willing to work outdoors throughout the year and in all weathers.

To be shortlisted, you must:

1. Have basic experience of caring for lawns.
2. Have spoken English to conversational standard.

Candidates will ideally have:
- Experience of working in large/commercial gardens.
- Relevant gardening qualification

Learning from the Grounds & Gardens manager you will be trained in all aspects of lawn care. For the right candidate on and off-site training opportunities will be available. This new position will start at grass roots with a view to advancing to accomplish all aspects of lawn-care in the absence of the G&G Manager in due course.

For an informal discussion about the role please contact: Adrian Roche, Gardens & Grounds Manager on 07817863841.

To view the full job description, please continue to scroll down.

To apply, please email your CV (no longer than 2 pages) with brief covering letter stating how your skills and experience match those which we are seeking to: marie.ruffle@keble.ox.ac.uk

Closing date: midnight on Sunday 20th October 2019

We are an equal opportunities employer
JOB DESCRIPTION

1. Job Title
   Gardens Assistant (Lawns)

2. Job Grade
   Keble grade 1

3. Hours
   Full-time. 7.30am start Monday-Friday

4. Reports to
   Gardens & Grounds Manager

5. Overall Objectives
   The Gardens Assistant (Lawns) has immediate responsibility for the maintenance of College lawns under the supervision of the Gardens & Grounds Manager (G&G Manager) and for keeping the paths and staircase entrances etc clean and tidy. As a member of the Gardens & Grounds team this role also assists in the maintenance of the sportsground as directed by the G&G Manager.

6. Key Responsibilities
   • Assist with general maintenance of college lawns including brushing, mowing, spiking, feeding and re-seeding.
   • Keep curtilage of college clear of litter, leaves and snow.
   • General maintenance of college gardens as directed by G&G Manager.
   • Assist with general maintenance of H B Allen site including mowing and general tidying of site.
   • Keep tools in gardeners’ shed clean and report any faults to G&G Manager.
   • Assist as required at the sportsground.
   • Respond helpfully to visitors/members of College regarding gardens/plant queries.
   • Assist in maintaining any hedges, including planting, cutting and laying.
   • Keep the Garden shed in tidy condition and ensure that all equipment is properly and securely stored and easily accessed.
   • Assist in sowing seeds, potting, trimming and pruning, spraying plants to kill pests and diseases, watering,
   • Assist as directed in routine maintenance of gardening equipment and machinery.
   • Assist in general grounds maintenance, both of curtilage and external properties, as directed by the G&G Manager.

Authorised by: …Grounds & Gardens Manager...   Date: October 2019
Person Specification

Selection Criteria

Essential:
1. Basic experience of caring for lawns.
2. Spoken English to conversational standard. Ability to communicate effectively with College members at all levels of seniority. Ability to relate professionally with both staff and customers.
3. A positive and helpful attitude towards work and colleagues.
4. Attention to detail and a passion for gardening.
5. To enjoy working with plants.
6. The ability to learn about different types of plant, including where they grow best and how to care for them.
7. A willingness to follow instruction, learn lawn-care in the College environment together with priority constraints imposed in term-time and commercial conference periods.
8. To enjoy working outside in all types of weather.
9. Physical fitness - the job involves lifting, pushing, carrying and digging.

Desirable:
1. Experience of working in large/commercial gardens.
2. Relevant gardening qualification ie Horticulture NVQ level 2.

This job involves standing for long periods of time (up to 8 hours) and requires the ability to grasp, bend, and stoop.

Terms and Conditions

- Salary: Keble Grade 1.3 (1.8.19) £18,285
- Bonus
- 40 hours per week, Monday to Friday
- Free lunch on duty when College meals are available
- Uniform and protective equipment
- 38 days holiday (includes public holidays and Christmas closure period)
- Oxford Staff Pension Scheme
- Discount bus season ticket

Learning from the Grounds & Gardens Manager you will be trained in all aspects of lawn care. For the right candidate, on and off-site training opportunities will be available.

This new position will start at grass roots with a view to being able to accomplish all aspects of lawn-care in any absence of the Grounds & Gardens Manager.