## Newnham College Job Description

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Gardener</th>
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<tr>
<td><strong>Reporting to:</strong></td>
<td>Head Gardener</td>
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<td><strong>Significant working relationships:</strong></td>
<td>Head Gardener and Gardening team.</td>
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<td><strong>Place of work:</strong></td>
<td>Newnham College and associated properties</td>
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<td><strong>Tenure:</strong></td>
<td>Permanent contract</td>
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<td><strong>Salary:</strong></td>
<td>Point 28 on the University single salary spine, £23,715 following the cost-of-living award in August 2022.</td>
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<td><strong>Hours:</strong></td>
<td>Full-time hours, 37.5 hours a week. Flexibility is required as there will be occasional weekend or evening working</td>
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<td><strong>Holidays:</strong></td>
<td>33 days including bank holidays</td>
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<td><strong>Pension:</strong></td>
<td>The College offers membership of USS (Universities Superannuation Scheme) with a current employer contribution rate of 21.6%</td>
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<td><strong>General terms and conditions:</strong></td>
<td>This post is subject to proof of the right to work in the UK and governed by the provisions in College staff handbook, policies and procedures which may change from time to time. Confirmation in post is subject to satisfactory references and the successful completion of a 6-month probationary period after which the notice period is 1 month.</td>
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### Main Purpose of Role/Overview:

Newnham is proud of its 18 acres of landscaped gardens. This beautiful environment plays an integral part in the daily life of students, Fellows, staff and visitors to the College and is a much-admired asset which the College rightly nurtures and celebrates. The outdoor spaces both at the College and at other properties in Cambridge owned by the College are managed and looked after by a small, friendly team of experienced gardeners, led by the Head Gardener, who is assisted by the Senior Gardener. This post is to join that team and to take on the full range of tasks and duties necessary to tend, preserve and develop the gardens for the future.
### Main duties and responsibilities

- Cutting and maintaining lawns and grass to a variety of finishes (fine to rough meadow type) using a variety of machines, including pedestrian operated, tractors and ride-on mowers
- Cutting and training hedges
- Pruning wall shrubs and climbers
- Maintaining shrub and herbaceous borders, which will include digging, staking, pruning and replanting as required
- Carrying out basic arboriculture activities (this will require working at height)
- Using chemical sprays and fertilisers
- Working in the greenhouse and nurseries, which will include seed sowing, watering and propagation
- Working on new areas of landscaping as required and caretaking the playing fields
- Maintenance of garden features and furniture
- Maintenance of paths and fences and emptying litter bins
- Maintenance of car parks
- Maintaining tools and equipment in the correct and safe manner
- Maintaining good relationships with other staff, students, visitors and neighbours
- Keeping the Head Gardener informed of equipment breakdowns or malfunctions
- Keeping the Head Gardener updated on progress of tasks
- Keeping garden buildings clean, tidy and safe

### General

- To take part in the College’s appraisal scheme and to undertake training as required.
- To be responsible for one’s own health and safety in the workplace.
- To comply fully with all the College’s policies including health and safety, equal opportunities and data protection.
- To undertake any other reasonable request or duties, commensurate with this post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all are expected to work collaboratively to support the overall work of the College.

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*Newnham College is an equal opportunities employer*  
*August 2022*
### Person Specification

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<tr>
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<th>Essential</th>
<th>Desirable</th>
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| Qualifications, experience and background | • A recognised horticultural qualification at RHS Level 1 or equivalent.  
• Experience of working as a gardener, plantsperson, or in some role connected with gardening and horticulture. | • Qualified to RHS Level 2 or equivalent.  
• Experience working with young people or in an education/campus environment.  
• First Aid qualification or willingness to train.  
• PA1 and PA6 certificates  
• Certificate in chainsaw operation. |
| Specific knowledge/skills (technical) | • Good knowledge of plants, lawns and trees.  
• Willing and able to undertake the physical work required, and to work outside in all weathers and at height where necessary.  
• Ability to take instructions and act appropriately on them.  
• Ability to work with little or no supervision.  
• Willing to work as part of a team.  
• Willing to work flexibly. | |
| Personal attributes             | • Helpful and friendly approach.  
• Conscientious and reliable. | |