Gardener

Candidate Information Pack

December 2022
About Us

Magdalene College is one of 31 Colleges in the University of Cambridge and was re-founded by Thomas, Lord Audley in 1542. The College occupies a delightful riverside site and has an eclectic range of buildings dating from the fifteenth to the twenty-first centuries, including the Pepys Building, one of the more attractive in Cambridge. The College is home to a community of some 114 Fellows and 590 students, around 450 of which are housed in College-owned or College-managed accommodation. The College employs around 110 staff.

The College exists to provide and promote undergraduate and postgraduate education within the University of Cambridge, and also to provide and promote academic research. In support of these objectives, the College has various permanently endowed trust funds held for special purposes in connection with the development of College facilities, for scholarships and bursaries and for other educational purposes.

Further information is available from the College’s website www.magd.cam.ac.uk.

Role Summary

Working under the direct supervision of the Head Gardener, the post holder will be engaged in the day-to-day maintenance and presentation of the College Gardens and will be used to working on their own or as part of a small team.

However, occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Head Gardener and the College.


Job Description

Main Duties and Responsibilities

- As far as possible, ensure that at all times the gardens are maintained and presented to a high standard
- To assist the Head Gardener to deliver the key elements of garden plans
- To report to the Head Gardener on progress of tasks and provide information on projected timescales to aid production of efficient work schedules
- To demonstrate good standard of plantsmanship and husbandry
- To maintain plants, trees, shrubs, lawns and planted areas, including weeding, mulching and edging
- To maintain climbing plants and wall shrub supports, including working from ladders
- To plant out bedding schemes and planting schemes
- To assist with propagation of annuals and other plants
- To operate a range of horticultural machinery
- Hedge cutting
- To clear fallen leaves
- To maintain paths and paved areas, ensuring they are kept free of weeds, snow and ice
- To offer appropriate assistance to other team members
- To undertake further training when required
- To provide short-term cover for absence/holidays/weekend watering when required
- Any other reasonable duties required by the Head Gardener and Senior Gardener

Health & Safety

- To work in a safe manner, complying with current health and safety legislation
- To observe all Health & Safety regulations as set out by the College in accordance with its statutory obligations
- To take reasonable care for the health and safety of themselves, College members and general public

Accountabilities

- Overall appearance of gardens
- Your own and others’ personal safety

Person Specification

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Knowledge</td>
<td>Literate, numerate, good general education.</td>
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<td>A broad knowledge of plants and understanding of their use.</td>
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<td>Operation of common garden machinery/tools.</td>
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<td>Knowledge of health and safety in the workplace.</td>
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<td>Skills and Attributes</td>
<td>Good level of interpersonal and communication skills.</td>
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<td>Ability to work hard.</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Relevant experience working in a garden setting, actively maintaining and developing a garden to a high standard.</td>
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<tr>
<td>Experience</td>
<td>Experience of working with general public.</td>
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Confident to ask for advice/feedback when necessary.
Conscientious, reliable and approachable.
Flexible approach to all tasks
Willingness to learn new skills and undertake further training/development.
Commitment to contribute to the development of a high-quality garden.
Self-motivated with the ability to use initiative when necessary and work within a team.
Attention to detail and organised.
Ability to meet deadlines.
Fit and able to lift/bend.
Willingness to work outdoors in all weather conditions.
Remuneration and Benefits

Remuneration
£23,656 per annum dependent upon skills, abilities and experience.

Ongoing Professional Development
Magdalene College is supportive of ongoing professional development. It is a priority for all team members to value and enjoy keeping up to date with industry developments and examples of excellence.

Hours of Work
The hours of work are 40 hours per week. Monday to Friday 0745-1630. A flexible approach to working hours is required, and the post holder will be expected to work during weekends/bank holidays for watering between April-September, for which time off in lieu will be given.

Holidays
The College offers full time members of staff 33 days leave a year, including bank holidays.

Pension
The post holder will join the College’s auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

College Facilities for Staff
Staff are able to use the College student gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court, these can be booked through the Porters’ Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John’s College.

Magdalene is registered with Cyclescheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters’ Lodge.

The College has a Social Committee which run events for staff, including the Annual Day Trip which is open for all staff to attend.

Meals
All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £5.90 per day.

Family Friendly policies
The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the staff handbook.

Staff are eligible to use the Tax Free Childcare scheme recently introduced by the government to replace Childcare Vouchers.

Probationary Period/Notice
The post is subject to a probationary period of 6 months. The notice period (once probation is passed) is one month.
How to Apply

Please download and complete both parts of the application form from www.magd.cam.ac.uk/about/vacancies/non-academic.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is: HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG.

Enquiries
Further enquiries about your application may be made by email to the HR Manager, Hannah Millward on hr@magd.cam.ac.uk.

Closing Date
Thursday 19 January 2023 at 9.00am