



CHRIST CHURCH
UNIVERSITY OF OXFORD

Further Particulars

Job title	Senior Gardener
Location	Christ Church
Department	Treasury
Salary	University Scale Grade 4 currently £25,138 - £28,759, (with a discretionary range up to £31,396)
Hours	40 hours per week
Contract type	Permanent
Responsible to	Reports to Head Gardener
Application deadline	Noon 27 TH May 2024
Vacancy reference	2024_SG
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Human Resources Director. This post is subject to a six-month probationary period.

Christ Church

Known as 'The House', Christ Church was first founded in 1525 and has made an indelible mark on the UK. Notably, it played an important role in the creation of the Church of England, housed King Charles I during the English Civil War, and has educated 13 Prime Ministers and alumni such as Lewis Carroll. The college's impact can be charted through the centuries. Today, Christ Church continues its tradition as a unique joint foundation: one of Oxford's largest colleges—with accommodation for over 600 undergraduates and graduates—and the Cathedral for the Diocese of Oxford. It is also a popular tourist destination, encompassing not only quadrangles, gardens and grounds, but also a Picture Gallery and Tudor dining hall. More information is available at www.chch.ox.ac.uk or by visiting the Head Gardener's Instagram account @christchurchgardener

Christ Church is now seeking to appoint a Senior Gardener who is enthusiastic, self-motivated, experienced, reliable and adaptable and who is keen to use their knowledge and experience to increase horticultural standards.

The gardens and grounds

Within the Christ Church grounds there are 10 separate gardens. Some are open to the public to view through tours and others are private or used for functions. They are all maintained by the gardening team.

Additionally, there are two quadrangles with formal lawns and two gardens outside the College curtilage.

In all these gardens the emphasis is on the trees, shrubs, herbaceous perennials and bulbs surrounding the spacious lawns, which are maintained to a high standard.

Summer and winter bedding schemes feature in a small part of the Rose Garden.

Plant production is undertaken in a small plant nursery containing glasshouses and cold frames.

The role

May 2024



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The Senior Gardener will work as part of the gardening team to help prepare and maintain the gardens to the required high standard, under the direction of the Head Gardener, but will be able to work with minimal supervision and on their own initiative.

The Head Gardener is responsible for a team of four full time gardeners (extended to five from April to October), a Senior Gardener and an Assistant Head Gardener maintaining the extensive gardens, Christ Church Meadow and the trees within the Christ Church grounds.

The post holder will work on a day-to-day basis with, and supervise, motivate, and inspire the existing team to raise current standards.

Main areas of responsibility

- Maintenance and planting of trees, shrubs, herbaceous perennials, bulbs and annuals
- General lawn care
- Care of wildflower areas within the Meadow
- Hedge cutting and strimming
- Plant propagation and production
- Weed and pest/disease control
- Leaf, litter and debris clearing
- Using appropriate machinery
- Planting design
- Accident and health and safety reporting
- Communication with visitors, members of the College and colleagues
- Promote and contribute to Christ Church's high horticultural standards, ecological, conservation, health and safety and sustainability policies.
- Daily supervision of the team of Gardeners.

The above is not an exhaustive description and other requirements may emerge as necessitated by changing roles within Christ Church and its overall objectives.

Person specification

Essential

- Possess a minimum qualification of RHS Level 3, NVQ 3, National Diploma or equivalent.
- Experience of managing others
- Motivated team player who can take initiative, be proactive, and deliver to deadlines with minimal supervision
- Good communication skills to effectively engage different audiences within Christ Church
- Excellent plant knowledge and interest in improving planting within the grounds
- Capable of working to high standards and keen to develop and encourage team members to work at the same level
- Full clean driving license

Desirable

- An interest in sustainable garden practices
- An understanding of lawn care
- Knowledge of wild meadows and growing native plants
- Possession of PA1/6 spraying and CS 30/31 chainsaw certificates



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Appropriate training will be provided where necessary.

Terms and Conditions

This position is offered on a full-time basis. The working hours for the Senior Gardener will be 8am – 5.00pm with one-hour lunch break (unpaid), Monday to Friday, but it is expected that such longer hours will be worked as may reasonably be necessary in order to fulfil the duties of the appointment.

Salary - The salary is University Scale Grade 4 (currently £25,138 to £28,759, with a discretionary range up to £31,396). Salaries for new employees will usually start at the bottom of the range.

Pension – The successful applicant is eligible to join the pension scheme and will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.

Annual leave – 25 days annual leave plus statutory Bank Holidays, rising to 30 days after two years' service. The holiday year runs from 1 January to 31 December.

Meals – Employees are entitled to take lunch free of charge in College, each day they work when the kitchen is open

Employee Assistance Programme – Free confidential telephone support service is available to all staff.

Sports Facilities – Access to the University Sports club

University Card – For discounts in shops, cafes and restaurants and University Leisure facilities

Smoking – Smoking is not permitted in the workplace.

Pre-employment screening

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right to work in the UK; and (if we haven't done so already) we will contact the referees you have nominated.

How to Apply

To apply for this position please complete provide the documentation listed below, no later than the deadline of **Noon 27th May 2024**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the Head Gardener stating your interest in the role, and explaining how you meet the criteria in the Person Specification, set out above, using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will be taken up only for the successful candidate.
- The Equal Opportunities Monitoring Form.

Applications should be emailed to recruitment@chch.ox.ac.uk

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).



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Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of the selection panel will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Interviews for the position are expected to take place on **6th June 2024**.

If you need help

If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important Information for Candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.