Further Particulars
GARDENER

Job Title: Gardener
Department: Gardens and Grounds
Location: Merton College, Merton Street
Contract Type: Permanent
Responsible to: Head Gardener

Merton College

Merton College was founded in 1264, and is the third oldest College in Oxford. It is well-known for the outstanding achievements of its undergraduates, and the high performance of its graduates. The College is one of the largest mixed Colleges, with approximately 300 undergraduates and a similar number of graduates. It has a Governing Body of over 70 Fellows, supported by 120 non-academic staff. More information on Merton College can be found on the website www.merton.ox.ac.uk.

Main Purpose of the Role

The main site covers some 6.5 acres and has been under cultivation for the last 700 years for the enjoyment of Scholars, Fellows and College staff. The gardens are overseen by a skilled small team of four and our dedicated gardening staff look after the many lawns, species of plants, shrubs and trees that surround the college buildings.

Notable parts of the garden include a corner of the 13th century city wall with a terraced lavender and iris lined walkway. There are extensive perennial and herbaceous borders and we use exotics in our seasonal bedding schemes. We also use natural water and wildlife meadows which are managed for the encouragement of wild flowers.

Seasonal bulb displays help to extend the season. We benefit from south facing walls and areas of favourable microclimate allowing us to grow borderline hardy climbers and other temperate species. Greenhouse facilities allow us to propagate a wide range of plant material.
Main Duties of the Role

To maintain and improve the Gardens at Merton College, Merton Annexes and other designated estate properties.

- Involved in the day-to-day cultivation and maintenance of the College’s plant collection, tree collection and lawns.

- Use of horticultural machinery, carrying out daily cleaning and lubrication as required. Training will be provided.

- Demonstrate a sound knowledge of horticultural techniques and apply them to the following:
  - Border maintenance – lifting and dividing, cutting back, staking, tying-in, dead heading and watering.
  - Pruning of shrubs, climbers, small trees and hedge cutting to suit plant requirements.
  - Turf culture – mowing, feeding, selective weed-killing, edging, scarification, top dressing, spiking, turf laying, grass seeding and leaf sweeping.
  - Propagation – Carry out techniques according to season and species requirements, sowing, dividing, layering, cuttings, hygiene, ventilation and shading.

- Observe and report back to the Head Gardener on plant health, pests and diseases. Monitor the effectiveness of control measures.

- Use of ladders for pruning trees and climbers.

- Landscape work under supervision, training will be provided.

- Snow and ice – clear and apply rock salt to maintain college access ways.

- Seasonal infrequent weekend watering duties during the spring and Christmas closure.

- In-house composting.

- Carry out all duties safely in accordance with the College Health and Safety Policy.

- To undertake any training in the use of equipment and courses as required.

- Other duties as required by the College.
Salary and Benefits

- The salary for this role is £19,200 - £23,400 per annum.
- Normal working hours are 40 hours per week inclusive of meal breaks, Monday to Friday 8:00am – 4:00pm.
- Occasional flexibility outside of these hours may be required in order to cover seasonal requirements. Therefore a flexible approach to hours and duties is required. You will be able to take this time back as time off in lieu.
- Holiday entitlement is 30 working days plus 8 public bank holidays per year.
- Benefits include membership of the University of Oxford Staff Pension Scheme (OSPS), uniform and meals in College when on duty. Private medical insurance is also provided for those who wish to take it up. Car parking is also available.
- We are a Living Wage Accredited Employer.

Experience Required

Essential

- Enthusiasm for horticulture and a willingness to learn and develop knowledge.
- To apply knowledge of species requirements when maintaining plant collection.
- Understand weather and plant requirements and water according to each individual needs.
- Hold a RHS Certificate or other qualification in the theory of horticulture (equivalent experience of practical horticulture would be considered as an alternative).
- The ability to work at heights and comfortable to work off ladders.
- Good level of general computer/IT skills including Excel.
- Ability to use own initiative in order to work as part of a team and/or independently as required.

Desirable

- Demonstrate a sound knowledge of gardening techniques.
- Hold NPTC Spraying certificates.
- Hold NPTC Chainsaw certificates.
- The ability to answer horticulture questions asked by members of the public and guests of the College in a friendly and approachable manner.
- The ability to deliver and retain agreed horticultural procedures in a professional manner.
- Willing to undertake training as provided by the College or external provider.
- Experience in a similar role.
**Application Process**

Those wishing to apply for this post should complete the online application at [www.merton.ox.ac.uk/vacancies](http://www.merton.ox.ac.uk/vacancies) and upload the following documents by **9:00am on Monday 11 November 2019**:

- A detailed covering letter outlining their motivation for applying and how their skills and experience equip them to undertake the role.
- A CV.
- An Equal Opportunities Recruitment Monitoring form. The information collected on the equal opportunities recruitment monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College’s single Equality Scheme which is published at [www.merton.ox.ac.uk/college-policies](http://www.merton.ox.ac.uk/college-policies)

The position may be discussed further with the Head Gardener, Lucille Savin at email: [vacancies@merton.ox.ac.uk](mailto:vacancies@merton.ox.ac.uk)

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of his or her sex, marital status, racial group, disability, age, religion and beliefs or sexual orientation.

**Merton College is an equal opportunities employer.**
Gardens

Head Gardener

- Senior Gardener
- Gardener
- Gardener