MAGDALEN COLLEGE
OXFORD

QUALIFIED GARDENER (6 months fixed term contract)
(Job Reference GA24001)

Further Particulars

Magdalen College is one of the most beautiful of the Oxford Colleges with a hundred-acre site of ancient and modern buildings including the landmark Great Tower beside Magdalen Bridge. The gardens and grounds consist of a diverse landscape including formal quads, Fellows’ Spring Garden with pond, Church Meadow, surrounding natural areas at Marston, a formal rose garden, outlying properties, Holywell Ford gardens and drive, river walks, Water Meadow and Deer Park.

The Gardener is employed by the President and Fellows of Magdalen College and is directly responsible to the Head Gardener, for the performance of duties. The Head Gardener reports to the Home Bursar. The Gardener will work within a small team consisting of six full-time staff and one full-time apprentice.

The following duties are the responsibility of the Gardener:

- General ground maintenance including sweeping and litter removal, mechanical and chemical weed control, manual and mechanical ground cultivation, leaf clearing, path maintenance.
- Pruning and training: shrubs, wall shrubs and climbing plants.
- Border maintenance: weeding, forking, cutting back, lifting and splitting, planting, staking, tying in, deadheading and watering.
- Turf maintenance: mowing using various types of machines, scarifying, spiking, top dressing, re-seeding, weed control, pest and disease control, repairing and renovating lawns.
- Hedge maintenance.
- Meadow maintenance
- Fencing and fence maintenance
- Driving and routine maintenance of tractors and attachments.
- Manage the College deer herd including: Move deer from park to meadow at correct times; monitor condition of animals; feed deer herd.
- Maintain machinery and vehicles, which will include, servicing and checking the condition of machinery as appropriate and keeping accurate records of machinery.
- Assist in the maintenance of greenhouses and nursery.
- Grow relevant bedding for ornamental displays.
- Perform duties as part of team, but also to work independently when required.
- Abide by health and safety rules and regulations.
• You will be provided with the necessary Personal Protective Equipment, which must be maintained at all times. Should replacements be required, it is the Gardener’s responsibility to notify the Head Gardener.
• Keep accurate records of chemical and dangerous substances used.

The list of duties and responsibilities is not exhaustive the position requires working in all weather conditions and you may be required to carry out alternative tasks as instructed by your supervisor to ensure the Department can operate an efficient service at all times.

**Person Specification**

**Essential**

• Horticultural qualifications, with a minimum of NVQ level 2.
• Minimum of 3 years’ experience working as a qualified gardener in an amenity horticultural environment.
• Good plant knowledge and understanding of correct horticultural practices.
• Experienced in all aspects of pruning wall shrubs, roses and ornamentals.
• Experience in fine turf management
• PA1 & PA6
• Good physical fitness.
• Proven ability to drive tractors and operate relevant machinery.
• Proven ability to work in a team or alone.
• Clean UK driving licence.
• Excellent time management skills.
• Good interpersonal skills.
• Proven ability to have a flexible approach to the work environment.

**Desirable**

• CS30/31 chainsaw certificates.
• Certificate for Safe Use of Steps & Ladders.
• Manual handling certificate.
• Experience in caring for greenhouses and nursery stock.
• Experience in working with animals.
• First Aid trained

**Salary**

The starting salary for this post will be on Grade 4 of the Oxford University Pay Scales in the salary range £25,138 to £31,396 per annum.

**Hours of Work**

This post is full time, working the following hours per week:

February to November 8:00 am – 4:30 pm (includes 30 minutes unpaid lunch break)
January and December 8:00 am – 4:00 pm (includes 30 minutes unpaid lunch break)
Occasionally the garden department need to work outside regular times. This is managed on a flexible working arrangement organised by the Head Gardener.

There is also the requirement to work weekends and some bank holidays; this responsibility is rotated around the department.

This is fixed term contract for a period of 6 months with a start date of 1 May 2024.

**Benefits**

- Membership of contributory pension scheme.
- Free lunch will be provided when the kitchen is open.
- A uniform is provided.
- Car parking may be available.
- Use of sports facilities.
- Optional contributory Healthcare Scheme.
- Bus pass purchase scheme.
- Holiday entitlement is 30 working days, plus bank holidays (pro-rata). Some restrictions may apply when holiday cannot be taken and some set day’s holiday must be taken when the College is closed.

The College provides for maternity leave on a basis that exceeds the statutory provisions. This is a day one entitlement and there is no qualifying period, women are eligible for 26 weeks’ maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on places in the University nurseries.

**Applications**

The College particularly welcomes applications from Black, Asian and Minority Ethnic Candidates.

Please complete the College application form and send it, together with the recruitment monitoring form, to either human.resources@magd.ox.ac.uk or Human Resources, Magdalen College, Oxford, OX1 4AU. If you do not wish the College to contact your referees at this stage please make this clear in your application. The closing date for receipt of applications is 12 noon on Thursday 14 March 2024. Should you have any questions about the application procedure please call 01865 276033. Late or incomplete applications will not be accepted.

**Data Protection**

All data supplied by applicants will be used for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy which can be found at http://www.magd.ox.ac.uk/other-policies/data-protection/.