



**MAGDALEN COLLEGE  
OXFORD**

**QUALIFIED GARDENER**  
(Job Reference GA26001)

Fixed-term contract 1 May – 31 October 2026

**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.

As Gardener, you will work within a friendly and experienced team consisting of six full-time staff and one full-time apprentice. The postholder will assist in the preservation and enhancement of the estate's horticultural landscape, undertaking a broad range of duties to include seasonal operations. The role requires regular outdoor work throughout the year and the ability to carry out physically demanding tasks essential to horticultural practice. Reasonable adjustments will be considered in accordance with the Equality Act 2010. The successful candidate will demonstrate a professional, conscientious, and respectful approach, reflecting the heritage and values of the College estate.

Amongst the Head Gardener's key priorities is the continued enhancement of biodiversity across the entire estate, and the team will soon support the redevelopment of the Waynflete area. We seek to appoint an experienced Gardener who is enthusiastic and committed to assist in the continued delivery of these aims, and in turn we will support your development and training.

As a qualified gardener, you will take responsibility for areas varying in horticultural expertise, requiring the following skills and experience:

- Expert pruning, training and seasonal care of shrubs, wall shrubs, climbing plants, roses, topiary and hedges to enhance the College grounds.
- Understanding of meadow management
- Cultivation of shrub and herbaceous borders, including weeding, edging, planting, dividing, staking, pruning and deadheading to enhance flowering potential.

- Professional turf management, precision mowing, application of fertilisers, biological pest and disease control, top dressing and re-seeding, plus full seasonal manual and mechanical lawn renovation.
- Dedicated care of the iconic Magdalen deer herd, ensuring their wellbeing through monitoring, feeding and seasonal management.
- Proactive grounds care, keeping paths, open spaces and landscapes pristine, safe and welcoming for our students, staff and visitors.
- Skilled operation and maintenance of tractors and specialist equipment to support efficient estate management.
- Supporting greenhouse and nursery production, application of IPM program, propagating shrubs and trees and growing bedding plants for seasonal displays.
- Mechanical, manual and chemical control of weeds, litter picking and seasonal leaf clearance
- Contributing positively as part of a collaborative team, while confidently managing independent tasks.
- Upholding the highest standards of health, safety and environmental compliance across the Estate.
- Any other tasks, duties and responsibilities not listed above which can reasonably be expected to be performed or undertaken by a Qualified Gardener and estate worker.

You will be provided with uniform and all the necessary Personal Protective Equipment, which must be maintained at all times. Should replacements be required, it is the Gardeners' responsibility to notify the Head Gardener.

## **Person Specification**

### *Essential*

- Horticultural qualifications, minimum level 2 in practical horticulture (e.g., RHS, City & Guilds, NVQ or equivalent)
- 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
- Conscientious and professional in all aspects of work and engagement
- Proven ability to work in a team and alone.
- 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
- Experience of driving tractors and operating relevant machinery such as shredders, ride on mowers, mulch /flail mowers.

### **Salary**

The salary for the post will be on the scale £26,707 – £33,002 per annum (pro-rata) (Grade 4 of the College Unified Pay Scale), depending on skills and experience, plus Oxford Location Allowance of £1,730 per annum (pro-rata).

### **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.

### **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. 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 is committed to maintaining a working, learning and social environment in which the rights and dignity of all staff, students and visitors are respected. We welcome applications from individuals from all backgrounds, including those under-represented within higher education. Recruitment, and progression within employment, will be determined according to personal merit and the duties and requirements of the post. In all cases, the ability to perform the job will be the primary consideration.

Please complete the College application form and send it, together with the recruitment monitoring form, to either [human.resources@magd.ox.ac.uk](mailto: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. This post will remain open until a suitable appointment is made. 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/>.