



WOLFSON
COLLEGE
UNIVERSITY OF OXFORD

GARDENER

FURTHER PARTICULARS OF THE ROLE

Wolfson College is a great place to work. Founded as a graduate college in 1966, it is one of Oxford University's largest and most international colleges, with a strong egalitarian and democratic ethos. The College is increasingly known as one of the most energetic, innovative, and welcoming scholarly communities in Oxford.

Wolfson is home to around 800 students from 75 countries, nearly 300 fellows and almost 100 postdocs. The College is located on the banks of the Cherwell River in north Oxford, with a campus of Grade 2 listed buildings and open parkland. The College grounds also boast a bog garden, containing a water cascade feature fed by the adjacent River Cherwell, a woodland walk and a winter garden. All of these areas are linked by sweeping informal lawns, which provide an excellent canvas to show off the plantings.

JOB DESCRIPTION

Job Title: Gardener

Department: Home Bursary

Relationships:

1. **Responsible to:** Head Gardener and Deputy Head Gardener.
2. **Liaison with:** other members of the Grounds Team, Home Bursary team
3. **Main Purpose of Job:** As a member of the Grounds team to ensure that College grounds, gardens and plants are maintained to the required high standard.

Main Tasks of Job:

1. Regular upkeep of Gardens, Grounds and Sportsfield
 - 1.1 *Lawns:* mowing, irrigating, feeding, selective weed-killing, edging, scarification, topdressing, spiking, rolling, turf-lifting and laying, leaf-blowing.
 - 1.2 *Maintenance of plant borders:* including division and replanting of herbaceous stock, transplanting, pruning, mulching, irrigation, staking, tying, training and general care of plants.
 - 1.3 *Displays:* arrangement and daily care of plants within College and container grown plants outdoors.

- 1.4 *Litter control*: all external hard surfaces, cycle stores and garages.
- 1.5 *Glasshouse*: watering, shading, ventilations, glasshouse hygiene, propagation, and cultivation of ornamental and non-hardy plants to include propagation, pricking out, potting and preparation of composts.
- 1.6 *Sportsfield*: basic surveying, setting out and line marking, seasonal turf operations as outlined in 1.1. Maintenance of drain outfalls and ditches.
- 1.7 *Arboriculture*: use of hand tools to facilitate the pruning, felling and pollarding of trees, including the maintenance of hedges.
- 1.8 *Storeroom maintenance*: cleaning and maintenance of hand tools and machinery, keeping records and logbooks associated with chemical stores and usage.
- 1.9 *Security*: glasshouse, appropriate gates and ancillary stores including machinery and other garden equipment.

2. Intermittent upkeep of Gardens, Grounds and Sportsfields

- 2.1 *Garden features*: construction of new garden features, hard landscaping including carpentry, bricklaying, construction of paved areas, concreting, laying drains, earth moving, stump extraction. Soft landscaping, mensuration, ground contour construction, planting of trees, shrubs and borders.
- 2.2 *Maintenance of garden furniture*: repainting of seats, benches, goal posts, cold frames, glasshouses, trellis work, bridges and pergolas.

3. Equipment/machinery used by the Grounds Team (instruction will be given if necessary):

Motor cylinder mowers, rotary mowers, strimmers, fertilizer and herbicide distributors, power hedge cutters, mechanical water pumps, chainsaws, ride-on mowers and towed equipment, tractor and all appropriate equipment, sundry hand tools.

4. Data protection

To exercise care in the treatment of all personal, confidential and sensitive data to which the post holder has access and for which he/she has responsibility and to ensure that such information is not disclosed to any unauthorized person

PERSON SPECIFICATION

	Essential	Desirable
Qualifications Knowledge Skills Work Experience	<ul style="list-style-type: none"> • Relevant experience in an amenity horticulture job • Ability to perform most of the tasks specified in the job description to a satisfactory level • Willingness and ability to learn new skills 	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent in Amenity Horticulture • Full and clean driving license • PA1 and PA6 spraying certificates and chainsaw competence certificate preferable

	<ul style="list-style-type: none"> • Good communications skills • Ability to work well in a small team • Discipline and focus on what needs to be done 	<ul style="list-style-type: none"> • Ability to work with the minimum of supervision
Personal Qualities	<ul style="list-style-type: none"> • Punctuality and reliability • Physical stamina sufficient to perform the job to the expected standard • Initiative and pro-active approach to the job • Positive, friendly and helpful attitude 	

TERMS AND CONDITIONS:

Appointment:	The post is full-time and permanent, with a standard 3 months' probation.
Hours:	<p>Working hours are 39.5 hours per week excluding 30 minutes unpaid lunch break, normally worked from 8.00 am to 16:30 Monday to Thursday and 8.00 am to 16:00 on Friday. Flexibility will be considered for suitable candidates.</p> <p>Some overtime work may be required, for which time off in lieu or payment will be given, in line with the College overtime policy.</p>
Training:	On the job training will be given when necessary. If required, the post holder will be expected to attend training courses, which normally are arranged during working hours.
Annual Leave Entitlement:	39 days per annum (pro-rata) including 8 Bank Holidays some of which you may have to work.
Salary	<p>The starting salary is £28,293 per annum for 39.5-hours per week. This includes a basic salary of £26,563 per annum and the Oxford Weighting of £1,730 per annum.</p> <p>The Oxford Weighting element is not subject to any general increases to base salaries implemented on 1 August each year. Instead, the Oxford Weighting is reviewed regularly through an internal process. Following a review, the Oxford Weighting may be increased, reduced, cancelled, or may remain unchanged.</p>
Benefits:	Benefits include a generous pension scheme & free lunch within allowance. It is currently possible to park on site for free but staff are encouraged to travel by public transport or to car-share wherever possible. There is a bus pass loan scheme and bicycle loan available after probation. Other benefits include subsidised access to college gym and other sports facilities, access

	to college nursery places and more.
Notice period:	1 week during probation, 3 months thereafter
Other conditions	The post is subject a providing evidence of the right to work in the UK, satisfactory references, completion of the health questionnaire and signing a contract of employment.

Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College Data Protection Policy (available on the website at <https://www.wolfson.ox.ac.uk/data-protection>)

APPLICATION:

Applications should include an application form, a full *curriculum vitae* and a covering letter explaining your interest in the role, why you are leaving your current employment and how you meet the selection criteria. The letter should be sent by post to HR Department, Wolfson College, Linton Road, Oxford OX2 6UD or by email (preferred) to recruitment@wolfson.ox.ac.uk .

The closing date is noon on Midday on Tuesday 5th May 2026. We aim to hold interviews on 13th or 14th May 2026

Wolfson College is and equal opportunities employer