



Job Title	College Gardener
Line Manager	Head Gardener
Salary / Grade	£32,108 equivalent to Grade 5, National Spine Point 21 (Stage 1) on the current University salary scale - <a href="http://finance.admin.ox.ac.uk/salary-scales">http://finance.admin.ox.ac.uk/salary-scales</a>
Main purpose of role	<ul style="list-style-type: none"><li>• To support the Head Gardener in developing and maintaining the gardens of both the main College site and our off-site properties.</li><li>• The role involves a full range of skilled ornamental gardening activities across the College sites which include a roof garden, an historic rockery, a rose garden and numerous mixed shrub and herbaceous borders. The College also has responsibility for managing a wildflower water meadow.</li></ul>
Contract	Full-time, 40 hours per week, permanent, based at the College sites.

#### Summary of Responsibilities and Duties:

- Undertake skilled ornamental horticultural activities to ensure the gardens of the main site and the off-site properties are maintained to a high standard.
- Assist with project-planning, preparation and plant selection for developments within the gardens.
- Assist with monitoring and maintaining all College boundaries.
- Support the on-going sustainability programme and green initiatives of the College.
- Contribute to outreach and engagement events run by the Gardens Team.
- Deputise for the Head Gardener, as required.
- Operate all relevant machinery, equipment and tools and ensure such equipment is well-maintained and securely stored.
- Ensure health and safety standards are maintained at all times, reporting any concerns.
- Assist in College emergencies as and when required in a proactive and safe manner.
- Undertake continuous professional development.

*In addition, you will be expected to perform any task reasonably assigned to you by your line manager.*

#### Person Specification:

##### Essential Skills, Experience and Qualifications

- Substantial experience in ornamental gardening
- Comprehensive plant knowledge
- A practical understanding of Health & Safety legislation in the workplace

**Desirable Skills, Experience and Qualifications**

- Current full UK Driving Licence
- Ability to work as part of a small team
- Ability to work under own initiative
- Good and friendly communicator
- Reliability and trustworthiness
- Willingness to attend training as required

**Conditions of Employment**

- Salary: £32,108 equivalent to University Grade 5, Grade 5, National Spine Point 21.
- Contract: Permanent, full-time post (40 hours per week) based at the College sites.
- Annual leave: 38 days per year, including public holidays. Please note that the College reserves the right to require staff to work any or all of bank holidays that fall in Full Term.
- Membership of generous contributory pension scheme (OSPS)
- Lunch is provided free of charge when on duty, provided that the College kitchen is open.
- Probationary period: 3 months.
- Notice period: 2 months; 1 month during the probationary period.
- Additional College benefits include: An Employee Assistance Programme provided by Health Assured; a Private Medical and Dental Scheme (The College participates in a private medical and dental insurance scheme which enables staff to take advantage of group subscription rates); Discounted travel on buses and trains through an interest free season ticket loan; a Cycle to Work Scheme And, Eye Tests and Discounted Lenses or Frames.
- College branded workwear is provided including safety boots and wet weather gear.

**Updated February 2026**