WADHAM COLLEGE
UNIVERSITY OF OXFORD

JOB DESCRIPTION

Assistant Gardner

Department	Gardens
Salary	£27,241 - £30,986 per annum (discretionary to £33,662 per annum), depending on qualifications and experience. Grade 4 of the University Salary Scale In addition, Wadham College also pays full-time staff a further £1,730 Oxford Weighting per annum.
Hours	Full time: 40 hours per week. Hours are normally completed between Monday and Friday but occasional weekend work may be required to provide cover (for example to look after the College greenhouses). Additional hours may be required during peak times. This is a salaried post and extra hours are taken as time in lieu. Overtime is not payable.
Contract type	Permanent, following a satisfactory completion of a 6-month probationary period.
Reporting to	Head Gardener
Contact	Head Gardener, Assistant Gardener, Fellows, students, staff, visitors, contractors
Additional information	Annual leave entitlement will be 30 days, including five days over the Christmas period, plus bank/public holidays. Due to operational requirements, you may be required to work on any of the bank holidays or weekends, for which time off in lieu will be provided. A uniform is provided Parking and accommodation are not available. The College provides a bus pass scheme, designated area for bicycles and operates a cycle to work scheme. Further details on staff benefits can be found on the back page
Start date	As soon as reasonably possible
Standards	OXFORD LIVING WAGE We are a certified Oxford Living Wage employer INVESTOR IN PEOPLE

Wadham College

Wadham is one of the largest of the colleges of the University of Oxford, with approximately 450 undergraduates, 250 postgraduates, around 70 Fellows and more than 120 support staff. Founded in 1610, Wadham celebrated its 400th anniversary in 2010. It has an annual turnover of some £10M and reserves in excess of £100M.

Wadham attracts undergraduate and postgraduate students from a wide range of backgrounds thanks to its informal atmosphere, academic strength, historic environment

and the open-minded, progressive and socially aware attitude of its community. Wadham College is proud to be an Oxford Living Wage employer since June 2022 and prior to that a Living Wage employer since April 2015. The College has also been awarded Investors in People since 2003.

The College's Governing Body consists of the Warden and Fellows and is chaired by the Warden. From 1 September 2021 Robert Hannigan (Classics, 1983) will become the new Warden and was Director of GCHQ, the UK's largest intelligence and cyber security agency from 2014-2017.

Further information about Wadham College can be found at www.wadham.ox.ac.uk

Wadham's Gardens

Wadham's extensive gardens provide a wonderful environment for fellows and students as well as visitors. From the formal front quad, walk past the Chapel into the magnificent Fellows' Garden; an ideal place for rest, relaxation or quiet reading under the boughs of one of the mature trees. Surrounding the Fellows' Garden are the Warden's Garden, the Fellows' Private Garden and the Cloister Garden (originally the cemetery). By the McCall MacBain Graduate Centre is the College's newest garden, the Barbara Naylor Garden, a terrace displaying mostly scented plants and shrubs, set close to the Back Quad, the JCR Quad and the White Scented Garden.

Wadham's collection of trees includes a holm oak, silver pendent lime, tulip tree, golden yew, purple beech, cedar of Lebanon, gingko, giant redwood, tree of heaven, incense cedar, Corsican pine, magnolia and a rare Chinese gutta-percha. Among other curiosities are an eighteenth-century 'cowshed' set into the remnants of the Royalist earthworks of 1642, and a sculpture of a seated Warden Bowra by John Doubleday. The Head Gardener, assisted by two full time Assistant Gardeners, care for the gardens. The gardens are overseen by the Keeper of the Gardens, a College Fellow.

Further details can be found at: Wadham Gardens

General Overview

The Assistant Gardener will be a member of a small gardening team in the College and is expected to have an interest in gardening. Training and development opportunities will be available, and the role will involve some working at height. The role is based at our main College site on Parks Road, although you may be required to assist at other college sites within the Oxford area (e.g. Dorothy Wadham site on Iffley Road).

The Assistant Gardener supports the Head Gardener and other gardens team members in ensuring the high standard of maintenance of Wadham's gardens. Tasks include, but are not limited to: weeding, trimming, transplanting, propagating, watering, pruning, planting, shovelling, sawing, sweeping, raking, mulching, and the use of power equipment (for example mowers and hedge cutters).

Work is conducted in all types of weather, from heat to wind to wet and cold. Therefore, it is expected that the Assistant Gardener will be able to work in these different climate extremes with the appropriate attire.

The substantive hours for this temporary position are 20 per week although additional paid hours may be available on other sites, by agreement with the line manager.

Responsibilities and duties

1. Maintenance of grass areas and lawns
2. Weeding and cleanliness of paths
3. Weeding and cleanliness of shrubberies and borders
4. Pruning of shrubs, small trees and perennials
5. Minor maintenance of garden machinery
6. Safe storage of materials, sundries and machinery
7. General garden maintenance throughout the year
8. Assisting with composting of waste on site
9. Assisting with maintenance of the College greenhouses where required
10. To be able to work unsupervised
11. Report any damage to College property
12. To ensure that Health and Safety standards, environmental standards and College and statutory regulations are maintained at all times.
13. To use College resources in as efficient a way as possible.
14. Assisting with gardening duties at other Wadham college sites within the Oxford area (e.g. Dorothy Wadham site on Iffley Road)
15. Undertake any job related training as required.
16. To be flexible and willing to help colleagues when required.
17. Any other task, from time to time, commensurate with your role.
18. To maintain strict confidentiality at all times.
19. To undertake any job-related training requested by the College
20. To work as part of a busy team and be flexible and willing to help colleagues when required.
21. To undertake any other tasks appropriate for the role.

PERSON SPECIFICATION AND SELECTION CRITERIA

Essential

1. Good standard of education.
2. Demonstrable practical experience of working in a professional garden or grounds maintenance environment.
3. Good knowledge of plants and understanding of how to maintain a garden.
4. A positive attitude and a keen interest in gardening.
5. Ability to carry out a wide range of practical tasks including digging, working at height and the use of power equipment.
6. Good communication skills.

7. Ability to take initiative and work with minimal supervision.
8. Awareness of the main requirements of health and safety legislation and good practice relevant to the duties of the post.
9. Ability to be flexible with regards to duties.
10. Ability to bend over or kneel for extended periods of time, and be able to lift heavy objects.
11. Ability to follow and carry out management instructions
12. To be friendly, honest and reliable

Desirable

1. NVQ Level 1 in Horticulture (or equivalent).
2. Ability to identify numerous varieties of perennials, annuals, shrubs and trees.
3. Ability to identify numerous pests and plant diseases.
4. Knowledge of basic H&S and Fire Regulations
5. Previous experience of large institution working, e.g. schools, colleges, hotels etc.
6. Previous experience of manual handling and COSHH

APPLICATION PROCESS

Applications are particularly welcome from candidates with protected characteristics.

Applicants are asked to complete an application form, including the contact details of two individuals willing to act as referees:

1. The first referee should be the applicant's current or most recent a former line manager, Head of Department or someone with supervisory responsibilities
2. The second referee should ideally be a former line manager, Head of Department or someone with supervisory responsibilities from a different establishment than the first referee.

Applicants should ensure that they outline the reasons for their interest on the application form and the qualities they feel would make them particularly suitable for this position. Applicants will be judged on their completed application form and how they meet the selection criteria outlined above.

Please can you complete an equal opportunities survey form which can be found online at: https://app.onlinesurveys.jisc.ac.uk/s/oxford/equality-diversity-monitoring-form-25-26-duplicate. If you would prefer a printed copy, then please contact the HR Department at vacancies@wadham.ox.ac.uk or on 01865 277900.

The deadline for receipt of applications is **18 November 2026**. Shortlisted applicants will be notified thereafter for interview and all applicants will receive a response as soon as possible (usually within three weeks). Applications should be sent to: vacancies@wadham.ox.ac.uk or alternatively the HR Department at Wadham College, Parks Road, Oxford, OX1 3PN.

Special Arrangements
The College welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they have any special requirements to make the interview more convenient and effective for them.

Data Protection
Information regarding the way we process your personal data, as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found at on our website at: GDPR Framework (ox.ac.uk) This includes a copy of the Privacy Notice for Job Applicants.

Wadham College Equality Statement
Subject to statutory provisions, the aim of our policy is to ensure that no applicant, student, or member of staff will be discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parenthood, race, religion or belief, sex, or sexual orientation, or be disadvantaged by conditions or requirements which cannot be shown to be permitted by law.

Sustainability at Wadham College
Wadham is working on an ambitious programme of improvements to sustain our environment for future generations. We feel a duty to carry out our activities in an environmentally responsible manner. We are committed to being part of the University's efforts to improve environmental sustainability, locally and globally. Find out more and read Wadham's Sustainability Strategy

Values Statement

Wadham has a cherished tradition of being at the forefront of advancing equality of opportunity, and celebrates vigorous debate, independent thought, and academic excellence. We seek to create a welcoming, accessible, and secure environment in which to work, study, live, and visit. Our community embraces people of all ages, backgrounds, races/ethnicities, nationalities, beliefs (including religious beliefs), genders, sexualities, dis/abilities, and appearances. This inclusiveness, underpinned by mutual respect and consideration, enriches us all.

BENEFITS OF WORKING AT WADHAM COLLEGE

Training and Development Opportunities	Further details can be found at: https://pod.admin.ox.ac.uk/learning-and-development-opportunities-professional-services-staff-0
Free Staff Meals	If you work longer than a 6-hour shift then you are normally entitled to one meal on duty free of charge at the main College site (Parks Road) if the kitchen is open and operational. It is up to the Head of Department whether this is breakfast, lunch or an evening meal. Please be aware that there is no cash equivalent or allowance for meals missed or when the kitchen is closed.
Employee Assistance Programme (EAP)	An EAP is a confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.
Corporate Discounts (through the University of Oxford)	Below is an example of the discounts available (this list is not exhaustive) • 10% discount in some University shops • Free entry to Oxford colleges and libraries which charge for admission • Discounted computer software from the University Computing Service • Free access to the University Botanical Gardens • Discounted membership of the Iffley Road gym and swimming pool
Pension	The University offers generous occupational pension schemes for eligible staff members. Opportunity to join the Oxford Staff Pension Scheme (OSPS). Details are available online at: https://finance.admin.ox.ac.uk/osps Current pension contributions are: • 19% Employer (Wadham): • 4%,6% or 8% Employee: General information about university pensions can be found at: https://finance.admin.ox.ac.uk/pensions
Staff Entertainment	The College arranges social events including charity raffles, coffee mornings, cake sales, quiz nights, and staff Christmas party.
Travel	The College provides a bus pass scheme, designated area for bicycles and operates a cycle to work scheme. Full details are available from the College.
Access to Wadham Gardens and Leisure Facilities	Staff may use the gardens at Wadham, sports ground pitches and tennis courts (located on Marston Ferry Road, Oxford). Wadham College hires a punt annually from the Cherwell Boat House which staff are permitted to hire for a small fee and a squash court is also available within the College. The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym.

Nurseries and childcare	The University offers quality childcare provision services at affordable prices to College staff. For full details about the services offered, please visit Home | Childcare Services (ox.ac.uk) Due to the high demand for nursery places there is a long waiting list, although Wadham offers a limited number of places on a sponsored priority scheme to help reduce the waiting time.
Private Medical Insurance	The Oxford Colleges' Healthcare Scheme is available to eligible staff and further details are available from the College. Members of staff are expected to contribute to the scheme.
Discounted Guest Rooms	Staff may on occasion book a room at Wadham College, subject to availability. Staff are entitled to receive a discount on accommodation during our College vacation periods, subject to terms and conditions.