# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Gardener</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Estates</td>
</tr>
<tr>
<td>Job type</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Grade:</td>
<td>4</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Senior Gardener</td>
</tr>
<tr>
<td>Accountable for:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Purpose of the Post**

This position is part of the Gardening Team within the Estates Department reporting to the Senior Gardener.

The Gardening Team at Royal Holloway is responsible for the upkeep of an estate over 150 acres with a wide variety of styles including formal lawns, meadows, woodland, ornamental planting, highway verges, car parks and ponds. The Gardening team play a key role in enhancing the experience of student, staff and visitors on the campus and contributing to the ongoing development of the estate.

The main responsibilities of the post are:

To carry out Gardening works to a consistently high standard to maintain, enhance and develop the landscape of the University grounds working in a vibrant busy environment with minimal supervision.

**Key Tasks**

- Use of broad horticultural knowledge to undertake with care, the maintenance and preparation of landscape areas of the University grounds to include: pruning, mowing, strimming, planting, tree planting, mulching, hedge cutting, leaf clearance.

- Prepare and plant rockeries, herbaceous borders and shrubberies.

- Assist in re-landscaping areas of the University grounds and delivery of projects, feeding in ideas for new planting schemes

- Assisting in the delivery of the student volunteer scheme Love Your Campus which may include supervision of Volunteers.
- The safe operation of all types of horticultural machinery, including mowers, hedge cutters, ride on mowers and tractors.
- Ensure tools and equipment are kept secure, clean and well maintained.
- Reporting any machinery faults promptly and fill out any necessary associated paperwork.
- To be willing to work out of hours on special functions or occasions e.g. Summer Ball, Graduation.
- Undertake and utilise training and development to enhance working skills to allow individual and team development.
- To carry out gritting, salt spreading, snow clearing around the College in line with the Estates contingency plans.
- To keep the borders, thoroughfares and highway footpaths clear and free from litter at all times.

**Health and Safety:**

- Adhere to all current health and safety legislation and the University’s internal health and safety policies.
- Report any faulty appliances, damaged equipment or any potential hazard.
- Promote safe working practices at all times.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.