<table>
<thead>
<tr>
<th><strong>JOB DESCRIPTION</strong></th>
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**Job Title:** Gardener  
**Department / Unit:** Estates / External Spaces  
**Job type** Operational  
**Grade:** 4  
**Accountable to:** Gardens Team Leader  
**Accountable for:** Gardening and grounds maintenance

**Purpose of the Post**
To form part of the Royal Holloway Gardening Team, responsible for the upkeep of the external estate at Egham Hill and nearby satellite sites. 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.

**Key Tasks**
- Horticultural management and grounds maintenance of a broad variety of landscape types including formal lawns, meadows, woodland, ornamental planting, highway verges, car parks and ponds.
- Working 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.
- Use of broad horticultural knowledge to undertake with care, the maintenance and preparation of landscape areas including: mowing, strimming, trimming and pruning, planting - including trees, weeding, leaf and litter clearance.
- Safe and competent operation of all types of horticultural machinery, including mowers, hedge cutters, strimmers, ride on mowers and tractors. Adherence to relevant health and safety measures in place.
- Prepare and plant ornamental borders and shrubberies as directed. Keep borders, thoroughfares and highway footpaths clear and free from litter.
- Where required, assist in the delivery of the student volunteer activities which may include supervision of volunteers.
- Ensure tools and equipment are kept secure, clean and well maintained. Report any machinery faults promptly and fill out any necessary associated paper work.
- **Requirement** to work out of hours on special functions or occasions e.g. Summer Ball, Graduation.

- **To carry out gritting, salt spreading, snow clearing around the College in line with the Estates contingency plans.**

- **Promote a positive image to the work of the team and the Estates Department, being friendly, approachable and considerate to campus users and receptive to requests and queries.**

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<tr>
<th>Other Duties</th>
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<tbody>
<tr>
<td>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.</td>
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The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

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<tr>
<th>Internal and external relationships</th>
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<tr>
<td>The following list is not exhaustive but the post holder will be required to liaise with:</td>
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- Gardens Team Leader (Line Manager)
- Head of External Spaces
- Estates Service Desk
- Operational staff related to specific buildings /functions
PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Gardener

<table>
<thead>
<tr>
<th>Knowledge, Education, Qualifications and Training</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by</th>
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</thead>
<tbody>
<tr>
<td>Educated to GCSE level or equivalent</td>
<td>X</td>
<td></td>
<td>Application form</td>
</tr>
<tr>
<td>NVQ Level 2/3 or equivalent in Horticulture</td>
<td>X</td>
<td></td>
<td>Application form</td>
</tr>
<tr>
<td>NPTC PA1 and PA6 certificate in pesticide application</td>
<td>X</td>
<td></td>
<td>Application form</td>
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**Essential**

**Experience**

Minimum 3 Years practical horticultural experience X Interview/Practical

**Skills and Abilities**

Demonstrable practical Horticultural experience X Interview/Practical

Sound plant knowledge of trees, shrubs and herbaceous plants X Interview/Practical

Experience and working knowledge of turf maintenance X Interview/Practical

Experience and working knowledge of woodland Management X Interview/Practical

Experience and working knowledge of plant and tree health X Interview/Practical

Safe use of Horticultural machinery & equipment including tractors X Interview/Practical

Practical understanding and application of health and Safety knowledge including risk assessments and manual handling X Interview/Practical

**Other requirements**

Basic IT skills & ability to operate a PC X Interview

Able to work to deadlines X Interview

Able to organise and manage own workload X Interview

Able to work as part of a team X Interview

Able to communicate with other team members X Interview

**PHYSICAL REQUIREMENTS**

Ability to manage the physical demands of the role X Interview

**CAPACITY FOR CAREER DEVELOPMENT**

Willing to undertake training courses X Interview

Willing to make use of unfamiliar tools & equipment X Interview

**CIRCUMSTANCES (e.g. unsocial hours etc)**

Valid UK driving licence X Application form

Willing to work outside in all weathers X Interview

Willing to work outside normal hours at times X Interview

Willing to operate all types of Horticultural machinery X Interview