

Gardener

Job Description

The Role

Job title:	Gardener
Department:	Estates and IT
Responsible to:	Estates Team Leader
Location:	Grounds. Royal Agricultural University
Salary:	Grade 4 £22,680.90 - £25,742.70
Term:	Full-time permanent – Monday to Friday, 35 hours per week. Flexibility required occasionally to meet the needs of the business.
Relationships with:	Staff, students, parents, visitors, suppliers, contractors and other organisations

Purpose

The Gardener will collaborate with the Estates Team Leader on the maintenance, care, and management of gardens and outdoor spaces. An excellent knowledge of horticulture is essential to ensure that all plants are watered, fed, and pruned according to their growth cycles and seasons. This role requires sensitivity to the age and versatility of our estate to maintain the health and appearance of the gardens.

Key Responsibilities

- **Grounds maintenance:** to ensure all roads and pathways, signage, lawns, gardens borders and woodlands areas are always maintained to a high standard.
- **Operation of Maintenance Equipment:** to operate a range of grounds maintenance equipment.
- **Campus Cleanliness and Safety;** to keep the campus free of litter. Making sure the seasonal slip, trips and potential falls such as leaves, snow and ice on pathways, steps, slopes and car parks are dealt with promptly to help ensure the safety of the university staff, students and visitors to keep the university functioning.
- **Following maintenance programme:** to undertake maintenance programmes as directed by the Estates Team Leader
- **Efficient use of equipment and facilities:** Ensuring duties are completed efficiently, effectively, and within deadlines

- **Support for University Events:** This includes preparation and maintenance for events and Open Days.
- **Supporting the Wild Campus Initiative:** Involvement in specific university projects related to biodiversity and campus environment
- **Planting and Landscaping:** Plant new flowers, trees, and shrubs as part of landscaping projects to enhance the campus environment.
- **Irrigation:** Water plants, lawns, and other vegetation regularly to ensure healthy growth.
- **Pest and Disease Control.** Implement pest and disease control measures to protect plant health.
- **Pruning:** Prune trees, shrubs, and other plants to promote healthy growth and maintain desired shapes.
- **Record Keeping of Activities:** Maintain accurate records of gardening and maintenance activities.
- **Working as Part of the Wider Maintenance Team:** Collaborate with other members of the maintenance team to ensure cohesive and efficient campus maintenance.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Understanding of maintenance and renovation practice: regarding a variety of sports and grass surfaces

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications:		
A good standard of general education - GCSE or equivalent	E	A
Knowledge, Experience and Skills:		
Experience of grounds maintenance in commercial gardens	D	A, B
Understanding of maintenance and renovation practices regarding a variety of sports and grass surfaces	D	A, B
Knowledge of tree and shrub maintenance and basic amenity horticulture	D	A, B
Hard working with a flexible, adaptable approach to work, physically fit to meet the demands of the job	D	A, B
Experience of operating a wide range of horticultural machinery and hand tools	E	A, B
Proven experience of developing and maintaining gardens to a high standard	E	A, B
Ability to work independently and meet deadlines as well as working as part of the team.	D	A, B

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Sarah Morton, Estates Team Leader (email Sarah.Morton@rau.ac.uk)
- **Closing date:** 7 May 2025 with **Interviews on:** 19 May 2025.
- We acknowledge receipt of all applications within two working days. If you do not receive an email from us after submitting your application, please let us know by sending a new email **without any attachments** to Human.Resources@rau.ac.uk so we can check if your application has reached us.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the RAU at this level