

Job Title: Assistant Gardener

Grade: 2

Salary: £24,711 - £24,875

Department: Estates and Campus Services

Hours/Contract: Part Time Permanent 20 hours per week

Job Family: Community and Operations

Reference: 13753

Role Purpose

An Assistant Gardener is required to join the Estates and Digital services gardens and grounds team. Reporting to the assistant manager, this role will primarily assist the Gardeners in undertaking general routine maintenance grounds works and all aspects of horticulture as set out in planned maintenance schedules.

The post will assist in-house Gardeners on planned and reactive maintenance task of grounds and gardens across our 180 acre campus to ensure they kept to the highest standard and all works are carried so as not to present hazards to Staff and Students.

Main Duties and Responsibilities	% Time
1. To undertake general gardening duties and skilled horticultural works as directed to by Gardeners & management team, to include both mechanical and manual operations covering the broad spectrum of horticulture and grounds maintenance e.g.:- • Weeding • Chemical application • Planting of trees, shrubs and seasonal bedding plants. • Hedge cutting • Keeping grounds, external fire escapes, bin stores and outbuildings clean, litter and leaf free. • Assembling and dismantling furniture • Collection and transporting of waste • Pruning • Basic Tree surgery • Tree surveying • Leaf Collection • Litter picking • Snow/Ice Clearance • And any other gardening tasks associated with grounds maintenance.	70%
2. Ensure at all times health and safety policies, procedures and guidance notes are adhered to, adopting safe work practices to protect yourself, colleagues and visitors and that all statutory and legal obligations are met whilst at work.	20%





3. Undertake any other duties as may be reasonably required by the senior manager.	5%
4. To attend any relevant training as the management team deem necessary for service delivery.	5%

Internal and External Relationships

- Daily contact with the Gardeners to organise the work load.
- University colleagues and key stakeholders within estates & digital services.
- Contact with the Estates & Campus services, Sports & Recreation staff and other departments within the University on a daily basis to exchange information on facility requirements.
- Colleagues and stakeholders within the wider University community.

Planning and Organising

- Organising own work following the direction given by Gardeners & the management team.
- Identifying risks and implementing safe working practices
- Carrying out H&S checks and processing documentation.

Qualifications, Knowledge and Experience

Essential

- Ability to manual handle within recommended limits.
- Good communication skills (oral & written)*
- GCSE Level of General Education – Pass Grade in English & Maths
- Knowledge of Health and Safety legislation, RAMS & COSHH reports
- Horticultural maintenance experience *
- Full Driving Licence*
- To work outside in all weather conditions, in appropriate weather clothing (provided)

Desirable

- Basic IT skills including outlook, word, excel & business systems.
- First Aid at Work qualification
- Relevant Horticultural Qualifications



Skills, Abilities and Competencies

Essential

- Ability to work alone.*
- Good communication skills (oral & written)*
- Good interpersonal skills
- Ability to manual handle with reasonable levels
- Ability to meet the physical demands of the job as outlined*
- Ability to assess problems and take appropriate action.
- Reliable, self-motivated and well organised.

**Criteria to be used in shortlisting candidates for interview*

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of





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Job Summary

high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

