

EMMANUEL COLLEGE

Further particulars relating to the post of Trainee/Apprentice Gardener

The College

Although Emmanuel College is part of the University of Cambridge, the relationship between College and University is academic rather than administrative. In all matters relating to finance and staff management, the College is completely autonomous. Staff are directly employed by the College, which handles all contractual and personnel matters. The College is a registered charity, with the members of the College Council as its Trustees; it is subject to supervision by the Charity Commission.

The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by the College Council and a Committee structure.

The role of the Master, who is the senior member of the College, is in some way similar to that of the Chairman of the Board of Directors in industry. The "Directors" at Emmanuel College are certain Fellows who also act as College Officers: the Bursar, who is responsible for College financial, administrative and estate matters, including overall care of the fabric of the College, and for the staff who maintain and sustain it; the Senior Tutor, who has overall responsibility for the administration of student admissions to the College and its academic life including the administration of the Tutorial function and day to day student tutorial and welfare matters.

Person Profile

The College is seeking an enthusiastic Trainee or Apprentice Gardener with a keen interest in horticulture and plant maintenance and some knowledge of plants, lawns and trees to work within a small team of Gardeners assisting with the development and maintenance of the College grounds both on and off-site.

Interpersonal & communication skills

The successful candidate will be able to work as part of a small team and be able to follow instructions.

Relevant Experience

Although beneficial for this role experience is not essential but an enthusiasm to develop and learn new skills.

A full driving licence would be advantageous.

The Rewards

The College Terms and Conditions of Employment provide for 25 days annual holiday, in addition to the 8 statutory and public holidays in a full holiday year, a Child Care Voucher Scheme is available in appropriate situations, a meal is available at lunch time and the College operates a scheme for payment whilst staff are incapacitated due to ill health.

A final salary pension scheme is also available with an employee contribution rate of 8%.

The salary is according to a scale consisting of 4 incremental points from £16,516 to £17,560 per annum.

The post

The post is full-time, normal hours of work are 40 hours per week, from 8.00am to 4.45pm Monday to Friday with a 45 minute break for lunch every day.

Application process

Applications should be via completion of the enclosed application form. The closing date for receipt of completed applications is 5pm on Wednesday, 20 September 2017. The interviews are planned for week commencing 25 September 2017; please indicate time/dates that you are not availability during this period.

The post is available immediately and the successful candidate will be expected to start as soon as possible.

Applications should be addressed for the attention of Bursar's Office, Emmanuel College, St Andrew's Street, Cambridge CB2 3AP and **marked "Strictly Private and Confidential"**.