

JOB DESCRIPTION

Job Title: Gardener

Grade: 3

Responsible to: Grounds Manager

Responsible for: Maintaining the grounds across the Falmouth and Penryn campuses to a consistently high standard.

Job Purpose

Reporting to the Grounds Supervisor, the Gardener is responsible for maintaining the grounds and gardens across the Penryn and Falmouth Campuses to a consistently high standard, ensuring an attractive, welcoming and professionally presented environment.

The role delivers a high-quality horticultural service. Contributing to the upkeep and enhancement of campus landscapes while promoting biodiversity, sustainability and a safe outdoor environment for staff, students and visitors.

The Gardener will undertake a broad range of planned and reactive horticultural and grounds maintenance activities, supporting the overall appearance and presentation of the campuses, including preparations for events and special occasions. Responsibilities will also include tree maintenance and management, supporting biodiversity and environmental initiatives, and contributing to the achievement of gardening and environmental awards and accreditations.

Main Duties and Responsibilities:

1. Carry out a wide range of horticultural activities including planting, propagation, transplantation, pruning, seed sowing, watering, mulching, weeding and bed preparation across both campuses.
2. Maintain lawns, hedges, shrubs and ornamental planting to a high standard, ensuring grounds remain attractive, functional and event-ready.
3. Restore and repair landscaped areas affected by heavy footfall, vehicle use or adverse weather conditions.
4. Monitor plant health, identify pests and diseases, and implement appropriate control measures, including the safe use of fertilisers and pesticides where required.
5. Develop and maintain ornamental and productive garden spaces, including fruit and vegetable beds, orchards and specialist planting areas.
6. Undertake routine tree health inspections and support the implementation of recommendations from professional tree surveys to maintain campus safety.
7. Assist with the construction and maintenance of hard landscaping features, including raised beds, pathways, stone walling and other grounds infrastructure.

8. Maintain all hard and soft landscape surfaces, ensuring roads, paths, grassed areas and borders remain clean, safe and free from litter, weeds and debris.
9. Operate a wide range of horticultural machinery and vehicles, including mowers, strimmers, hedge cutters, chainsaws, tractors and woodchippers, following appropriate training.
10. Perform routine maintenance, servicing checks and record-keeping for tools, equipment, machinery and vehicles, ensuring they remain safe and fit for use.
11. Adhere to health and safety legislation, including risk / COSHH assessments at all times.
12. Report maintenance issues, damage, hazards and security concerns promptly through the appropriate reporting channels.
13. Manage woodland areas through activities such as tree planting, coppicing, invasive species control and habitat improvement.
14. Respond to adverse weather conditions by carrying out gritting, snow clearance, drain clearing and emergency grounds maintenance to keep campus areas safe and accessible.
15. Support campus engagement by assisting with tours, open days and events, sharing horticultural knowledge and providing guidance to visitors, volunteer staff and students.
16. Promote biodiversity through habitat creation, wildflower management, wildlife-friendly planting, ecological surveying, volunteer coordination and environmentally responsible working practices, while ensuring compliance with health, safety and environmental standards.

General duties and responsibilities

1. Deliver a level of customer service which meets and exceeds the expected standards. Ensure all people are dealt with efficiently and with appropriate regard to their needs.
2. Undertake reasonable duties which contribute to the success of the directorate and FX Plus as a whole.
3. Agree personal and team objectives and work to achieve them, developing both individually and collectively.
4. Actively participate in required organisational processes, courses and activities, constantly maintaining the required conduct.
5. Support and contribute to keeping FX Plus, Falmouth University and the University of Exeter compliant with all legislation and adopted standards. Specific attention should be given to Health and Safety, Equality, Diversity and Safety.

PERSON SPECIFICATION**Post Title: Gardener.**

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	NVQ level 3 in Horticulture / RHS General (or willingness to acquire) or relevant horticultural experience Protection Act (Spray certification) units PA-1 & PA-6A (or willingness to acquire within first 6 months) Full UK driving licence	Tree climbing / arial rescue qualification Arboriculture qualification Recognised Health and Safety qualification Working at height qualification (or willingness to acquire within first 6 months) Basic chainsaw certificates CS30 & 31 (or willingness to acquire within first 6 months)
Experience / Knowledge	Competent IT Skills Experience of working outdoors in all seasons A good level of Health and Safety knowledge and practical experience	Experience in grounds and garden maintenance in a commercial setting, including a good general knowledge of planting and lawn management An understanding of tree surgery and surveying Experience of working at height A knowledge of biodiversity principles and practices, inclusion wildflower meadows, pollinators, insects, birds and mammals Knowledge of pests, parasites and other common plant illnesses including their control measures and remedies Knowledge and experience of soft and hard landscaping

Skills / Personal Requirements	Resilience and willingness to work outdoors and across campuses in all weather conditions and seasons Ability to take accountability for standards of work and offer solutions and ideas when needed. Enthusiastic and self-motivated with the ability to receive and act on instruction Ability to communicate well and openly with others, including all staff, students and visitors A good level of fitness and ability to work in difficult environments and seasons Ability to work as part of a team or independently	
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