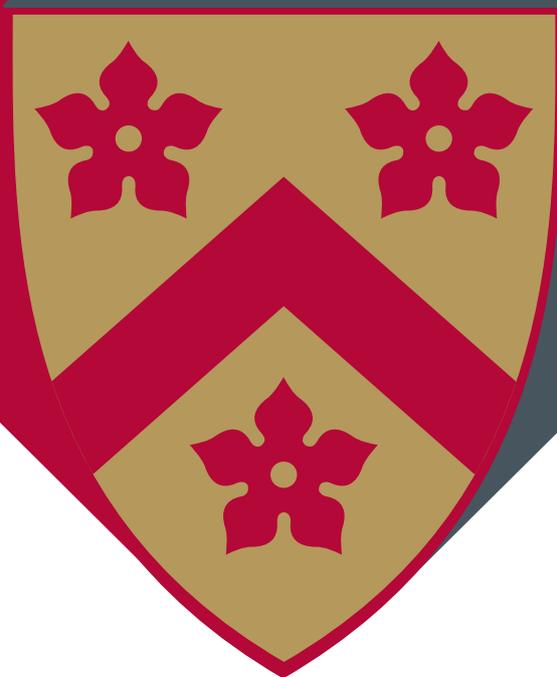




Candidate pack
Gardener



All Souls College
University of Oxford



www.asc.ox.ac.uk



All Souls College
Oxford, OX1 4AL



+44 (0)1865 279379

About All Souls College

A registered charity and one of the 39 constituent colleges of Oxford University, All Souls is renowned globally for its support of world class academic research, as well as intellectual engagement with the wider world.

We have a proud history too. Founded by King Henry VI and Henry Chichele, the Archbishop of Canterbury in 1438, to commemorate the victims of the Hundred Years' War, our past Fellows include some prominent figures, including Sir Christopher Wren, William Blackstone, William Gladstone, Lord Curzon and Lawrence of Arabia.

Today, nearly 600 years later, we are unique among Oxford colleges due to our distinct focus on supporting research and building connections between academia and public life. We have no undergraduate members but instead support a diverse community of academics ranging from those just starting their careers, mid-career postdoctoral researchers and those at the very top of their respective fields. Fellowships at All Souls are highly sought after and extremely competitive, with candidates undergoing a rigorous selection process.

The primary focus of the College is on promoting pure and applied research, as well as intellectual engagement with a wider world, with Fellows engaging in an array of academic disciplines, including history, literature, philosophy, law and science. We provide an intellectually stimulating environment where Fellows have the freedom to pursue their research interests independently while benefitting from interdisciplinary collaboration. While in the contemporary academic landscape, the College remains a beacon of excellence, attracting top scholars from around the globe.

With a rich history, distinguished Fellowship and unwavering commitment to academic rigour, the College continues to inspire and shape the minds of future generations of thinkers and leaders, making it a great place to work. As well as wonderful historical surroundings, our staff enjoy excellent benefits, including ongoing training and development. Together, they help to ensure the College remains a symbol of enduring scholarly tradition and innovation.

We look forward to receiving your application.

There is excellent co-ordination of communicating with other departments. It is a very symbiotic environment – we all need each other to ensure our jobs run smoothly and to ensure that the highest standards are achieved. Good comms between departments and colleagues are good at ensuring that stays consistent.

Arjun Handa
Events Manager





Welcome from the Domestic Bursar

Thank you for your interest in the role of Gardener at All Souls College, Oxford. We hope the information contained in this pack will make you keen to find out more. If you have the skills, qualities and experience it takes to be part of our team, we would very much like to hear from you.

Steve Evans, Domestic Bursar



Why work for All Souls College?



When you join All Souls College, you don't just get to enjoy a competitive salary while working in historic surroundings.



A contributory pension scheme



Private healthcare



An employee assistance programme



Meals while on duty



Bus ticket loan



Free eye tests



Discounted fitness memberships



A generous holiday allowance



A staff team building day



Cycle to work scheme



Ford fund



An annual staff outing



Staff and Fellows' social events

We also provide a comprehensive range of benefits, as well as ongoing training and development for every employee.

Hear from our employees

Our employees talk about what makes All Souls College a great place to work.



“

I benefit from working with experienced Heads of Department – they know how things are run and what is required that I may not automatically know. Ensures that everything runs very smoothly without faults or disruption.

Arjun Handa
Events Manager

“

Working at All Souls College is very varied and there is no typical day! Dealing with a variety of core tasks as well as ad-hoc requests is interesting. There is always the opportunity for projects that provide a wider scope to develop interests and skills.

Matt Kirk
Academic Administrator

“

There is no typical day! At All Souls College it is different every day. Days are generally varied and the College gives the initiative and trust to help you work achieve to high expectations.

Helen Green
Catering Manager





Gardener

Grade 4 (£28,437 - £34,732 pa)

Full-time, permanent position

About the College Gardens and Grounds

All Souls College has a unique blend of formal gardens, with a wide variety of borders and planting providing year-round interest at our historic site on the High Street, combined with more informal grounds at our other locations across the city. In addition to the main College grounds, there are also the large gardens at Beechwood House and Manor Place.

We recently adopted a policy to manage the gardens on a more sustainable basis, encouraging wildlife and pollinating insects in our informal gardens whilst maintaining aesthetic priorities in our formal grounds.

What you will be doing

As Gardener, working as part of the gardening team, you will help prepare and maintain the gardens to high standards under the direction of the Head Gardener.

You will work without supervision, organising your own workload within agreed timescales, carrying out tasks such as pruning, planting, lawn care, hedge cutting and strimming and application of feeds and fertilisers. You will also assist the Head Gardener in the development of new areas of the garden, including suggesting your own design ideas, as well as the practical tasks of a new planting.

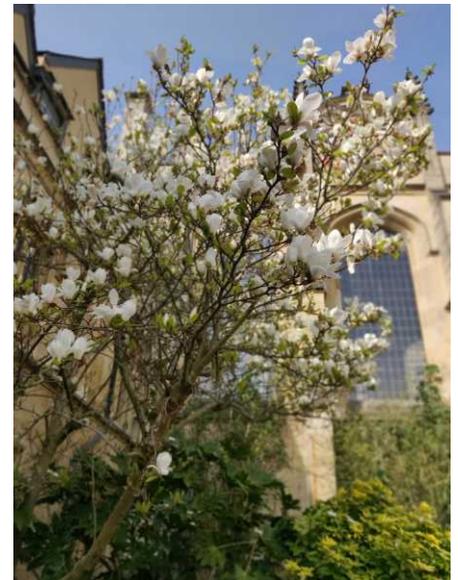
You will be expected to promote and contribute to the College's high horticultural standards and its ecological, conservation, health & safety and sustainability policies.

What you will need

To succeed, you will need RHS level 3, NVQ 3, National Diploma or equivalent. Possession of professional training certificates in the use of chainsaws and spraying is desirable.

You will be a motivated team player, willing to take initiative. You'll need to be proactive, and deliver to deadlines to the highest standards with minimum supervision.

You should have a good knowledge of plants and an interest in improving planting as well as proven experience using and maintaining horticultural machinery.



“ The best thing about working here is that it's like another family. You get to know each other really well and it means that if there's a problem or issue, there is a fantastic support network. ”

Helen Green, Catering Manager

How to apply

Applications for the Gardener role should be submitted by email to staff.appointments@all-souls.ox.ac.uk by midnight on Friday 13th March 2026 and should include:

- ✓ **A covering letter & CV**
Please ensure that your letter clearly demonstrates how your skills and experience match the selection criteria listed in the job description as this will be used for shortlisting for this role.
- ✓ **Please complete the online [Equal Opportunities monitoring form](#) (optional)** this will not be seen by those involved in the selection process and will play no part in the selection process, but the information provided enables the College to monitor the success of its equality policy.

If you would like an informal discussion about the post before applying, please contact the Head Gardener: nick.bulloss@all-souls.ox.ac.uk.

Any offer of appointment will be subject to the receipt of satisfactory references and successful completion of the pre-employment checks including documentary evidence of eligibility to work in the UK.



Getting to All Souls College

Oxford, The City of Dreaming Spires, is a great city to work in, with world-class museums, scenic waterways and galleries filled with ancient treasures, Oxford offers a vibrant community with plenty to see and do.

All Souls College is right in the centre of Oxford and easily commutable by car, bus, and train.



By Car

All Souls College is accessible via the M40, M4 and A34, with easy access by car from London, leaving the M40 at Junction 8.

Please note: due to our city centre location there is no parking on site, although the city's park and ride service provides regular bus services to the city centre (or a short ten minute walk).



By Bus

Reaching the College is easiest by bus, with many of the main bus services available from the high street bus stops a 5 minute walk away.

We are close to or on all major bus routes including the main park and ride stops which are between a 15 to 30 minute bus ride away.



By Train

If you are travelling by train, you can walk to the College from the station in approximately 15 minutes or take a 20 minute bus journey.

Regular direct train services operate to and from London Paddington, Birmingham New Street, Manchester Piccadilly, Didcot Parkway and Bournemouth.



Scan the QR link to find All Souls College on Google maps

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

All applicants must be eligible to work in the UK and will be asked to provide evidence of this.

All personal data supplied by applicants will be held and used in accordance with the [College Data Protection Policy](#).