



To: Applicants for the post of **Seasonal Gardener**

18th March 2025

Dear Applicant

Thank you for your request for an application pack and further details of the above post.

Before completing the application form, you should read the enclosed guidelines. Please do not include your name on any part of the form, other than where you are specifically requested to do so.

The closing date for this post is **14/04/2025 at 10 am**. Applications received after the closing date and CVs sent in isolation will not normally be considered. Please send your completed application to recruitment@middletemple.org.uk or via post to Human Resources Department, The Honourable Society of the Middle Temple, Ashley Building, Middle Temple Lane, London EC4Y 9BT.

Applications will not be acknowledged but, if you are invited to interview, you will be notified shortly after the closing date. Interviews for this post will take place on **16/04/2025**. We will not be able to provide feedback on applications from candidates who are not shortlisted.

The Middle Temple HR Team
recruitment@middletemple.org.uk



JOB DESCRIPTION

Job Title:	Assistant Gardener
Department:	Estates
Reporting to:	Head Gardener
Location:	Midde Temple Garden and Estate–
Hours:	2 days 15 hours per week 8:00am to 4:30pm
Duration:	Fixed Term 28 th April 2025 to 26 th September 2025

About Middle Temple

Middle Temple is one of the four Inns of Court, which have the exclusive right to Call their members to the Bar of England & Wales, i.e., to admit those who have fulfilled the necessary qualifications to the degree of Barrister, which entitles them, after a period of vocational training, to practise as Barristers. The Inn is a professional membership organisation as well as a property landlord with a substantial property portfolio in central London. The Inn holds numerous events and functions throughout the year for its members and others and is also available for private hire. The Inn is home to an extensive law library; we maintain, amongst others, specialist collections in both EU and US law. The Inn also holds an extensive collection of historic archives and artefacts, dating back centuries. Middle Temple is also jointly responsible with Inner Temple for the Temple Church, the former headquarters of the Knights Templar in England, and which was consecrated in 1185.

The Inn's mission is to support the rule of law in the UK and overseas, especially Common Law jurisdictions, and carries this out by providing extensive education opportunities and support to its members across the world and offers scholarships to intending practitioners to the Bar.

Job Summary

This role may suit someone relatively new to horticulture with a genuine interest in horticulture and all the practical work associated with maintaining a medium-sized garden in a historic and highly prestigious setting. The position is for a fixed term over the summer months, created to assist the existing team when the garden is heavily used for commercial and in-house events such as weddings and garden parties. The 2 days will ideally be Mondays and either Thursday or Friday.

Areas of Responsibility

1. Assisting the permanent garden team in maintaining the Garden to a high standard and clear of leaves, debris and litter at all times.
2. Regular maintenance of lawn areas to include mowing, repairs, feeding and edging.
3. Care of ornamental areas including roses, herbaceous and bedding plants, containers, trees and shrubs, and nursery areas, dead heading, weeding and some pruning work.
4. Glasshouse work.
5. Watering of plants in all areas (containers, nursery and garden)
6. All staff are responsible for their own health, safety & welfare, and that of others, through their actions or inactions. They are therefore required to be familiar with and adhere to our Health & Safety Policy (and all associated policies, systems & procedures), to develop and maintain their knowledge, skill & experience with regards to health & safety and, commensurate with the level of the post, to promote safe working practices.
7. To lead by example, model and promote the Inn's values, including demonstrating a commitment to diversity and inclusion.
8. To undertake other such duties as the line manager or director may reasonably require.

PERSON SPECIFICATION

Qualifications

1. Working towards or achieved a Horticultural Qualification.
2. Horticulture Qualification Level 1 or higher
3. Completed a City of Guilds/ RHS qualification
4. Educated to GCSE level or equivalent (inc. Math's and English)
5. Specialised knowledge of a relevant function, trade or craft (e.g. City & Guilds Level 3, NVQ-3 or equivalent)

Knowledge, Skills & Experience

6. Able to identify and name plants which you have worked with or studied at college
7. Practical experience maintaining a public garden.
8. Competent in the use of lawn mower and wide range of hand tools.
9. Able to perform tasks at a work rate commensurate with a professional gardener.
10. Experience in carrying out routine checks and the maintenance of machinery and tools.
11. Able to water containers and shrubs appropriately, making sound judgments on amount of water to apply.
12. Able to recognize common weeds and identify the presence of pests and diseases.
13. Able to water containers and shrubs appropriately, making sound judgments on amount of water to apply.
14. Highly effective in fulfilling all areas outlined in the Job Description.
15. Experience of managing own workload with minimal supervision; able to multi-task, effectively plan work, prioritise and meet deadlines.

Personal Qualities

16. Excellent communication and interpersonal skills with the ability to communicate effectively (verbally and in writing) at all levels.
17. Good presentation and polite manner when dealing with members of the public and other users of the garden.
18. Highly motivated.
19. Able to show sound judgment and decision making when undertaking tasks.
20. Able to adapt and learn new techniques.
21. High professional and ethical standards.
22. The ability to work on own initiative within the parameters of the role e.g. identifying ways that services within area of work can be improved.
23. Ability to contribute positively to the work of the team and work supportively, co-operatively and collaboratively with colleagues.
24. Ability and willingness to learn new skills.
25. Ability to be flexible and attend work (e.g. meetings, events) outside the normal working week as may be required from time to time.

GUIDANCE TO HELP YOU COMPLETE YOUR APPLICATION

Please read this guidance carefully before completing your application.

GENERAL

- Please do not include your name on any part of the form, other than where you are specifically requested to do so (i.e. Section F and the Equal Opportunities Monitoring Form).
- Either type directly onto this form or print out and complete the form in black ink. This is because the application will be photocopied during our own administrative process.
- If you have a disability and need assistance completing the application form, please contact the HR Department.
- It is the Middle Temple's policy not to accept CVs sent in isolation or to follow any links placed within an application.
- Applications received after the closing time/date will not normally be considered. We do not normally acknowledge receipt unless requested. The Middle Temple cannot be held responsible for applications that miss the deadline for reasons that are beyond its control.

YOUR APPLICATION

- A. Use this section to provide details of your current role and previous roles. If you have no previous employment, write 'none'.
- B. Use this section to provide details of other experience that may be relevant to the post e.g. voluntary work, community work.
- C. Use this section to provide details of education and or training you have acquired, and which would help you in the post, starting with the most recent first. You should also provide details of any relevant professional qualifications or memberships you may hold or learning you are currently undertaking. Please note that you may be required to provide evidence of qualifications you cite in support of your application.
- D. Candidates are advised to read the Job/Role Description and Person Specification because this Section will be considered against the Person Specification as part of the shortlisting process. Selection for interview is based solely on the information that you provide in your application form, and because Section D requires you to clearly set out and evidence how your knowledge, skills and experience make you suitable for the post, it is extremely important in deciding whether you will be invited to interview. To translate your knowledge, skills and experience into written evidence to support your application, you should address each part of the Person Specification:
- In order
 - Using the criteria in the Person Specification as headings
 - Writing clear supporting statements that clearly demonstrate how far you meet each one (e.g. by using examples) and
 - Not using more than 3 sides of A4, Arial font size 10.

The examples you choose can be from previous jobs, volunteering, training etc. The most important thing is that they show the shortlisting panel how far you meet each role requirement either directly or by something similar (e.g. transferable skills). It will not be sufficient to simply tell the panel e.g. 'I have experience of...', 'I am committed to...' or 'I am able to...' etc.

Only the information provided in this written application will be considered during the shortlisting process, except where a disability is indicated.

- E. If you are conditionally offered a position with the Middle Temple, we will approach your referees as part of the pre-starter checks. Please use this section to provide the names and contact details for your two referees. The first should be your current or most recent employer and the second should be the employer immediately prior to that. If you have not worked you may wish to give the names of teachers, lecturers or other professionals who are able to comment. Your referees should be able to verify and substantiate the evidence provided in your application. The Middle Temple does not accept references from friends or relatives. We will only contact referees once a

conditional offer has been accepted. All positions are offered on the condition that the Middle Temple receives references that are satisfactory to the organisation.

F. Candidates are identified by number only. Section F and the Equal Opportunities Monitoring Form are detached before the application is considered during the shortlisting process. Personal information is maintained for administrative and statistical purposes. If completing electronically and there is a , double-click & select, 'Checked' () to indicate your response.

- To comply with the law under Section 8 of the Asylum and Immigration Act 1996, the Middle Temple requires evidence of your eligibility to work in the UK. If you are selected for interview, you will be required to provide evidence (e.g. your passport, birth certificate, work permit etc.). The Middle Temple will make a copy of the original documents and retain in line with Section G, Data Protection.
- You are required to give details of 'unspent' convictions and pending convictions. A 'spent' conviction is when you have been convicted of an offence but not convicted again within a specified time. A conviction becomes spent after a certain length of time, which varies according to the sentence and your age at the time of the conviction. The Middle Temple will not discriminate against ex-offenders. If you have previous convictions this will not automatically prevent you from getting a position with us. We consider how previous convictions could affect the role you are applying for.

Some types of work are exempt from the ROA and applicants are required to disclose all of their convictions, spent and unspent. The employer must state on the application form that the role applied for has exempted status under the Exemptions Order 1975. Below you will find some guidance that will assist you in deciding whether your conviction(s) are spent or unspent (current). This guidance is not exhaustive. If you are unsure whether a sentence etc. is spent or unspent you should contact your local probation officer, the Citizens Advice Bureau or your Solicitor.

England & Wales - Rehabilitation Periods:

Sentence	End of rehabilitation period for adult offenders	End of Rehabilitation Period for offenders under 18 at the date of conviction. Months from completion of the sentence
Custodial sentence of 30+ months, but > 48 months	7 years from completion of sentence	42 months from completion of sentence
Custodial sentence 6+ months, but > 30 months	48 months from completion of sentence	24 months from completion of sentence
Custodial sentence of 6 months or less	24 months from completion of sentence	18 months from completion of sentence
Removal from Her Majesty's service	12 months from date of conviction	6 months from date of conviction
A sentence of service detention	12 months from completion of sentence	6 months from completion of sentence
A fine	12 months from date of conviction	6 months from date of conviction
A compensation order	The date on which the payment is made in full	The date on which the payment is made in full

Sentences of more than 48 months can never become spent and have to be declared.

Scotland - Examples of sentences and corresponding Rehabilitation Periods:

Sentence	Rehabilitation Period	
	People aged 18+ at time of sentence	People aged >18 at time of sentence
Prison sentence of 6 months or less	7 years	3 ½ years
Prison sentence of more than 6 months up to 2 ½ years	10 years	5 years
Probation	5 years	2 ½ years
Fine, Community Service, Supervised Attendance Order	5 years	2 ½ years
Absolute Discharge, Admonishment	6 months	6 months

Sentences of more than 2 ½ years can never become spent and must be declared. If you have been sentenced in front of a jury for an offence which has been committed during a previous rehabilitation period, you may find that the second conviction makes the first rehabilitation period longer.

If you have a disability as defined by the Equality Act 2010 and you demonstrate to the shortlisting panel that you meet all the essential requirements of the person specification, you will be invited for an interview.

Applicants for vacancies that show a flexible working preference such as job share shall receive no less favourable selection consideration.

G. If you are successful, the application form and supporting documents etc. will be retained on file, securely and confidentially. If you are unsuccessful, the application form and supporting documents will be stored securely and confidentially for 12 months after which time, they will be destroyed.

If you give false or misleading information on your application form, it will be rejected. If you gain a position with the Middle Temple by making such statements, you will be liable to action which could result in your dismissal.

EQUAL OPPORTUNITIES MONITORING FORM

The Middle Temple is committed to equality at work. Our aim is to ensure equality for all existing and prospective staff members and to not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

To assess the success of this policy is, we monitor all prospective and existing staff members on the protected characteristics mentioned above. We would therefore be grateful if you would complete the questions on this form. The Middle Temple manage this information in line with Section G, Data Protection.

POTENTIAL CONFLICTS OF INTEREST

A conflict of interest may arise where a staff member may be seen to derive personal benefit from the actions or decisions made in their official capacity or where the concerns or aims of the staff member appear incompatible with those of the Middle Temple. You are asked to declare any potential conflict of interest so that these can be managed effectively and do not compromise the Middle Temple's position.

SUMMARY OF TERMS & CONDITIONS

- 24 days annual leave (29 days for Executive Management positions) plus bank holidays pro rata for part-time people and those starting during the holiday year (01 Jan – 31 Dec).
- Christmas Closure (typically from 21st December – 4th January).
- Training & developmental support (including access to 700+ eLearning modules).
- Life Assurance (automatic enrollment to death in service benefit).
- A unique, historic work environment, Employee Assistance Programme (online resources and access to confidential counselling services) & Eye care vouchers for VDU users – available from start date.
- Season Ticket Loan, Private Medical cover (Vitality Health) – available post probation

The benefits etc listed maybe subject to change.

COMPLETED FORMS

Please send your completed application to recruitment@middletemple.org.uk or via post to **Human Resources Department, The Honourable Society of the Middle Temple, Ashley Building, Middle Temple Lane, London EC4Y 9BT**. We very much look forward to receiving your completed application in due course.



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APPLICATION FORM

Please either type directly onto this form using *Microsoft Word* or print out and complete the form in black ink. It is essential that you read the guidance notes provided before you complete your application.

Position applied for:	
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A EMPLOYMENT HISTORY

Job title:	Employer:		
Date from:	Date to (if applicable):		
Salary (£) & benefits:			
Brief description of duties, responsibilities & reason for leaving:			
Previous posts held (starting with the most recent):			
Job title:	Employer:	Dates (from/to):	Brief description of duties and responsibilities:

B OTHER EXPERIENCE

Please provide details of other experiences that are relevant to this post e.g., voluntary, community activities.	
Dates (from-to):	Activity

C EDUCATION/TRAINING

Further/higher education:	Dates from/to:	Qualifications/grade:
Secondary education:	Dates from/to:	Qualifications (date & grade):

Other relevant training, professional qualifications or work-related skills

Are you undertaking any course of study at present? (if so, please give details)

Do you have membership of any professional bodies? (if so, please give details)

It is Middle Temple's policy to verify the qualifications of all successful applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.

D RELEVANT KNOWLEDGE, SKILLS & EXPERIENCE

Candidates are advised to read the Job/Role Description & Person Specification. Selection for interview is based solely on the information you provide in this application and because this section requires you to clearly set out how your knowledge, skills & experience make you suitable for the post, it is extremely important in deciding whether you will be invited to interview. You should address each part of the Person Specification *in order, using the numbered criteria in the Person Specification and clearly demonstrate how far you meet each one*. To do this, you should give examples where possible from previous jobs, volunteering, training etc that show the panel how far you meet each criterion. It will not be sufficient for example, to simply say, 'I have experience of...', 'I am committed to...' or 'I am able to...' etc.

This section must be *no more than three sides of A4* and in a font no smaller than 10 point.

E REFEREES

Applicants should provide, in the space below, the names and addresses of two referees. The first should be your current or most recent employer and the second should be the employer prior to that. If you have not worked you may wish to give the names of teachers, lecturers or other professionals who are able to comment. The Middle Temple does not accept references from friends or relatives. Please do not leave any part of this section incomplete.

1. Name & job title:	2. Name & job title:
Address (inc. postcode):	Address: (inc. postcode)
Telephone number:	Telephone number:
Email:	Email:
Relationship to referee:	Relationship to referee:

Please note that references are only taken up for successful candidates after interview.



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F PERSONAL DETAILS

This section, and the Equal Opportunities Monitoring Form that follows, will be detached and not used in the shortlisting/selection process with one exception as outlined in *Disabilities* below.

Surname:	
Forenames:	
Current address:	
Email address:	
Day time telephone number:	
Evening telephone number:	
Mobile telephone number:	

Other Details		
What is the notice period required in your present post?		
Do you have the right to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have a work permit, what is the date of expiry?		
What is your National Insurance number?		
Where did you see the advertisement for the post?		
Rehabilitation of Offenders Act 1974 - Do you have any convictions or cautions that you consider are NOT SPENT or actions pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give details.		

<p>The Equality Act 2010 - defines a disability as a 'physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'. The Middle Temple has a commitment to shortlist for interview all applicants who indicate in their application that they have a disability and who demonstrate that they meet all of the criteria in the person specification.</p>		
Do you have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

G DATA PROTECTION & DECLARATION

Information from this application may be processed for purposes registered by the Employer under the General Data Protection Regulations (GDPR) 2018. Individuals have on written request [& on payment of a fee] the right of access to personal data held about them. Any false, incomplete or misleading statements may lead to dismissal.

I declare that the information given in this application is to the best of my knowledge complete and correct and consent to the Middle Temple processing the data supplied for the purpose of recruitment and selection.

Signature:	Date:

Please send your completed application and Equal Opportunities Monitoring Form (by the closing date) to recruitment@middletemple.org.uk or via post to Human Resources Department, The Honourable Society of the Middle Temple, Ashley Building, Middle Temple Lane, London EC4Y 9BT.



EQUAL OPPORTUNITIES MONITORING FORM

The Middle Temple is committed to equality in the workplace. Our aim is to ensure equality for all existing and prospective staff members and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. The information you provide will be used for statistical and monitoring purposes only. It will be treated in confidence and is subject to the provisions under the current Equality Legislation and GDPR. If completing electronically double-click & select, 'Checked' to indicate your response.

LAST NAME:	
FIRST NAME:	
DATE OF BIRTH:	
POST APPLIED FOR:	

1. Gender - Which of the following best describes your gender?

Male <input type="checkbox"/>	Female <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Prefer to self-describe <input type="checkbox"/>
Option to self-describe:			

2. Sexual Orientation - Which of the following best describes your sexual orientation?

Bi <input type="checkbox"/>	Gay / Lesbian <input type="checkbox"/>	Heterosexual / Straight <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Prefer to self-describe <input type="checkbox"/>
Option to self-describe:				

3. Gender Identity – Do you identify as trans?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Prefer to own term <input type="checkbox"/>
Option to self-describe:			

4. Ethnicity – what is your ethnic group?	5. Religion & belief – what is your religion?
<input type="checkbox"/> Arab <input type="checkbox"/> Asian or Asian British: Indian <input type="checkbox"/> Asian or Asian British: Pakistani <input type="checkbox"/> Asian or Asian British: Bangladeshi <input type="checkbox"/> Asian or Asian British: Chinese <input type="checkbox"/> Asian or Asian British: Other <input type="checkbox"/> Black or Black British: African <input type="checkbox"/> Black or Black British: Caribbean <input type="checkbox"/> Black or Black British: Other <input type="checkbox"/> Mixed: White & Black Caribbean <input type="checkbox"/> Mixed: White & Black African <input type="checkbox"/> Mixed: White & Asian <input type="checkbox"/> Mixed: Other <input type="checkbox"/> White: British <input type="checkbox"/> White: Irish <input type="checkbox"/> White: Other <input type="checkbox"/> Other ethnic group or you prefer an alternative definition, please specify: <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Non-religious (atheist, Humanist etc) <input type="checkbox"/> Sikh <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Prefer to self-describe, please specify: <input type="checkbox"/> Prefer not to say

6. Disability – Do you consider yourself to have a disability?

The Equality Act 2010 defines a disability as a ‘physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities’. The Middle Temple has a commitment to shortlist for interview all applicants who indicate that they have a disability and who demonstrate that they meet all of the criteria in the person specification.

Do you have a disability? Yes No

If YES, please give brief details of the effects of your disability on your day-to-day activities, and any other information that may help us to accommodate your needs and meet our obligations under the Equalities Act 2010:

7. Dependents – Are you a Carer?

Carers are people with caring responsibilities that have a substantial impact on their working lives. They provide care for or support disabled, elderly or sick partners, relatives or friends who are unable to care for themselves.

Are you a carer? Yes No Prefer not to say

Do you have responsibility for other dependants? (e.g. children) Yes No Prefer not to say

8. Age

16-24 25-34 35-44 45-54 55-64 65+ Prefer not to say

DATA PROTECTION & DECLARATION

Information from this application may be processed for purposes registered by the Employer under the General Data Protection Regulations 2018. Individuals have on written request (& on payment of a fee) the right of access to personal data held about them. Any false, incomplete or misleading statements may lead to dismissal. **I consent to the Middle Temple processing the data supplied in this application form for the purpose of recruitment and selection.**

SIGNATURE:

DATE:



ABOUT US

Throughout our history, the Inn has been a place without barriers, where anyone can pursue a career in law, where benchers assist new students with teaching, mentoring and coaching and where students can have a voice and be heard.

We like to think of all staff members, as part of our family, a good place to work where everyone can feel valued and supported and these values are reflected in our Values (Middle Temple Mantras) and in our Vision & Mission below.

Vision

Middle Temple, as one of the four Inns of Court, exists to promote and support the rule of law throughout the Common Law World, and the fair and effective administration of justice which the rule of law requires. The rule of law is an essential cornerstone of a modern democratic society, and a strong, independent and ethical Bar is an essential component of it.

Mission

Middle Temple supports the Bar by supporting its members throughout their professional careers. It does this by promoting excellence in advocacy and the highest standards of professional ethic through the education and training it provides, and the collegiate ethos it instils in its members.

The activities that take place to help the Inn achieve its vision and mission can be thought of both inwards and outwards. The Vision statement is looking outwards beyond the Inn, on the importance of the rule of law, and on the importance of a strong legal profession to underpin this. Whilst the Mission statement is looking inwards with a focus on the Inn, its members and staff and the role they play in supporting the overall purpose of the Inn.

All staff members have a part to play in helping achieve our vision and mission through activities which either directly deliver support to the members or activities which do not directly involve the members but enable the Inn to provide services and support and preserve the heritage and legacy of the Inn.

Core activities include Educational, Training, Professional & Advisory, Information & Research and Social Support. All these activities involve direct interaction with the Inn's members and help the Inn achieve its mission of supporting our members throughout their professional careers.

Enabling activities provide the financial and operational resources and support to make sure the Inn can carry out its core activities in support of the membership. These are activities such as Estates, Corporate Services, Information Technology, People/HR, Commercial and Development and Fundraising. Further detailed information about us and our work is available at www.middletemple.org.uk

Values

Middle Temple
Mantras

Respect
for others
Middle Temple

Champion the Mission

Prioritise work that advances the Middle Temple Strategic Plan and positively impacts the workforce. Actively participate in Middle Temple activities.

Respect company policy & rules

Be proactive to ensure you are aware of Middle Temple policies and rules and adhere to these every day.

Collaboration
& Teamwork

Selflessness & Collaboration

You seek what is best for Middle Temple rather than for yourself or your team. You are open-minded in search of best ideas. You make time to help colleagues.

Be Open & Honest

In our communication we share information, insight & advice frequently and constructively. Be honest, open, ethical & fair.

Show Respect to Others

We respect people for who they are and for their knowledge, skills & experience as individuals and team members.

We Are One Team

Our colleagues make the difference. Its when we share our skills, knowledge & experience we become one team. Diversity makes us strong.

Accountability

for actions, responsibilities & quality of work

Accountability

Be responsible for the duties covered by your role, be present in the workplace and work to fulfil or further the goals of your team and Middle Temple. Take responsibility for your personal actions and mistakes.

Delivering quality

Take pride in your work and always strive to deliver the best quality. Pay attention to detail and take care over the work you deliver.

Be Positive

Be curious, ask for help, and demonstrate an ability to grow. Own and learn from mistakes. Bring positivity to work.

Lead By Example

At all levels we act in a way that demonstrates what we expect of each other.