

JOB DESCRIPTION

Job Title:	Apprentice Gardener
Department:	Gardens
Reports to:	Head Gardener, Deputy Head Gardener and Senior Gardeners
Apprenticeship details:	Level 2 Horticultural Landscape Operative
Apprenticeship duration:	Up to 24 months

Purpose of role: To maintain the Gardens to the highest possible standards with tasks set out by the management team, and achieve this in a safe, environmentally sustainable and competent manner.

Key Accountabilities

- Maintain a high standard of lawns within the College by using appropriate machinery within safety guidelines
- Apply horticultural products, including fertilisers, in a safe and competent manner, to achieve good plant and soil health and support long-term biodiversity
- Assist with the maintenance of borders, trees, hedges, containers and pots, lawns, topiary, tools and machinery, often working at height from ladders and steps, doing so in a safe manner.
- Undertake general maintenance of gardens including the tasks of mowing, pruning, digging, planting, strimming, irrigation, leafing, mulching and maintenance of paths, using appropriate machinery as directed, ensuring all duties are carried out safely and to high standards.
- Highlight any garden related issues and problems within the gardens to the relevant persons.

All staff must adopt a responsible attitude towards health and safety and be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

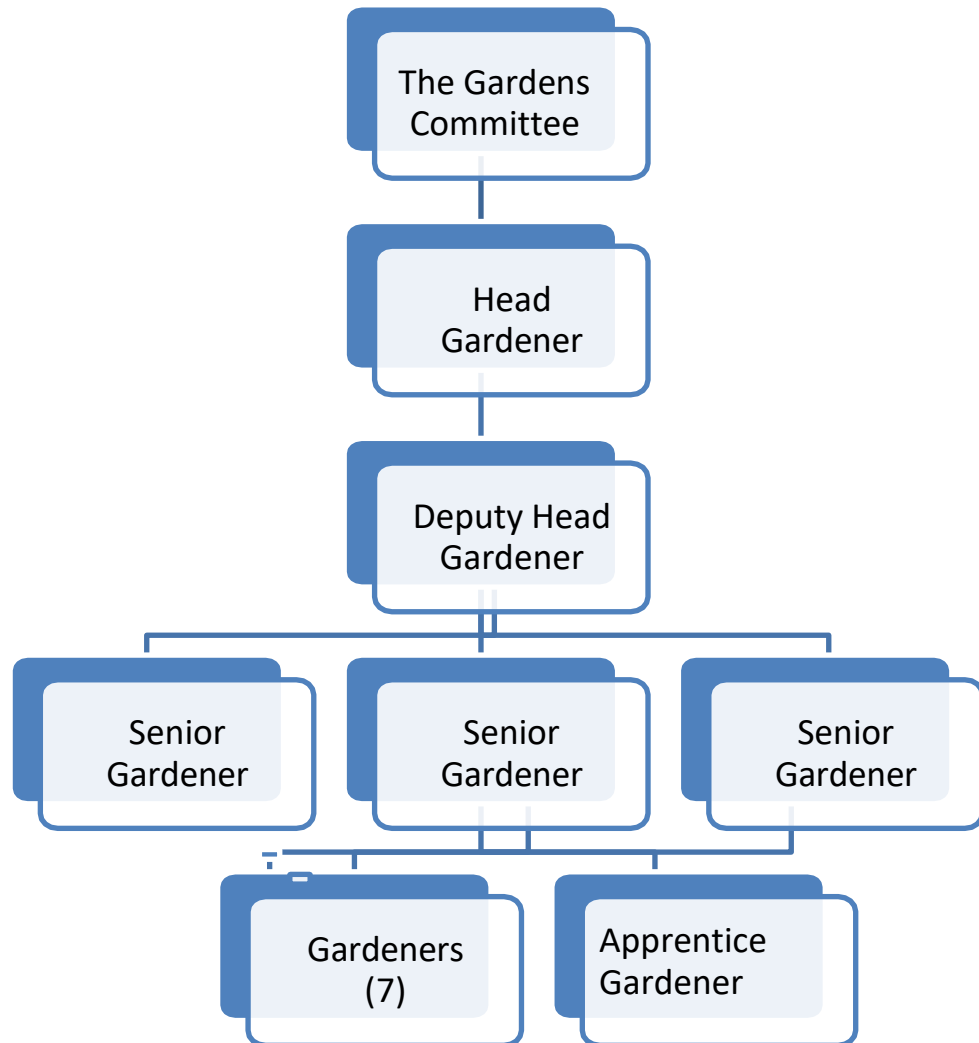
The work includes all aspects of gardening and the job holder will be working outdoors in all weathers, undertaking physically demanding tasks, as well as fine detailed and repetitive maintenance work.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice

PERSON SPECIFICATION

Criteria	Description
Desirable experience and skills	<p>Basic practical gardening skills.</p> <p>Basic knowledge of plants.</p> <p>Some experience of operating/maintaining garden machinery such as a mower/trimmer and hand tools (training will be given).</p> <p>An understanding and appreciation of health and safety regulations.</p> <p>Experience and willingness to work effectively in a team but also to work on their own for some periods of time.</p> <p>Ability to use basic computer packages eg email and MS Word.</p>
Qualifications	GCSE qualifications, or equivalent, in English and Maths. Grade C/4 is desirable.
Personal Qualities	<p>Demonstrate a keen interest in gardening and reasons for applying for this apprenticeship.</p> <p>Demonstrate a willingness to train and learn about gardening in a variety of environments, both theory and practice.</p> <p>Able to work at height in order to cut, trim and prune (training provided)</p> <p>Able to lift and carry heavy objects, within safety limits (training provided)</p> <p>Ability to communicate clearly in order to ask questions, demonstrate knowledge and explain processes.</p> <p>Appreciation and acceptance that this role will involve working outdoors and in all weathers.</p>
Training	<p>This post is part of an intercollegiate apprenticeship scheme of up to two years. Full training will be provided by the College and a training provider, who is an industry specific training consultant. They will provide remote and onsite visits throughout the apprenticeship. The apprentice will join other apprentices from a small number of Colleges.</p> <p>The apprentice will work towards a Level 2 Horticulture and Landscape Operative Apprenticeship. There will be an End Point Assessment (EPA) at the end of apprenticeship.</p> <p>Before undertaking the EPA you will need to achieve a Level 3 in Emergency First Aid at Work and Level 2 Principles of Safe Handling and Application of Pesticides Guidance or Level 2 Award in the Safe Use of Pesticides.</p>

Organisation Chart



Employment details

Fixed term	Maximum of 2 years or before, on conclusion of apprenticeship.
Rate of Pay:	£24,880 per annum (£12.21 per hour).
Hours:	39 hours per week. 7.30am – 4.15pm Monday to Thursday. 7.30am – 3.15pm Friday.
Holiday:	25 working days plus 8 public holidays.
Probationary period:	6 months.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service, subject to eligibility. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility.
Employee Assistance	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7. This is a free and confidential telephone and web based information and support service providing staff with access to professional consultants and counsellors.
Cycle to work Scheme	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply after successful completion of their probationary period, subject to certain limitations.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Childcare:	Access to a workplace nursery, subject to places being available.
College Punts:	Use of College punts at a subsidised rate.