

## **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 assist in the maintenance of the Gardens at Trinity College to the highest possible standards and perform the daily tasks as part of a team or individually, under the instructions and guidance of the Senior Gardeners, Deputy Head Gardener or Head Gardener.

### **Key accountabilities:**

- Maintain a high standard of lawns within the College by using appropriate machinery within safety guidelines and in tasks set out by the management team, to achieve this in an environmentally sustainable and competent manner.
- 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.
- To be able to work at heights from ladders and steps and to do 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 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.

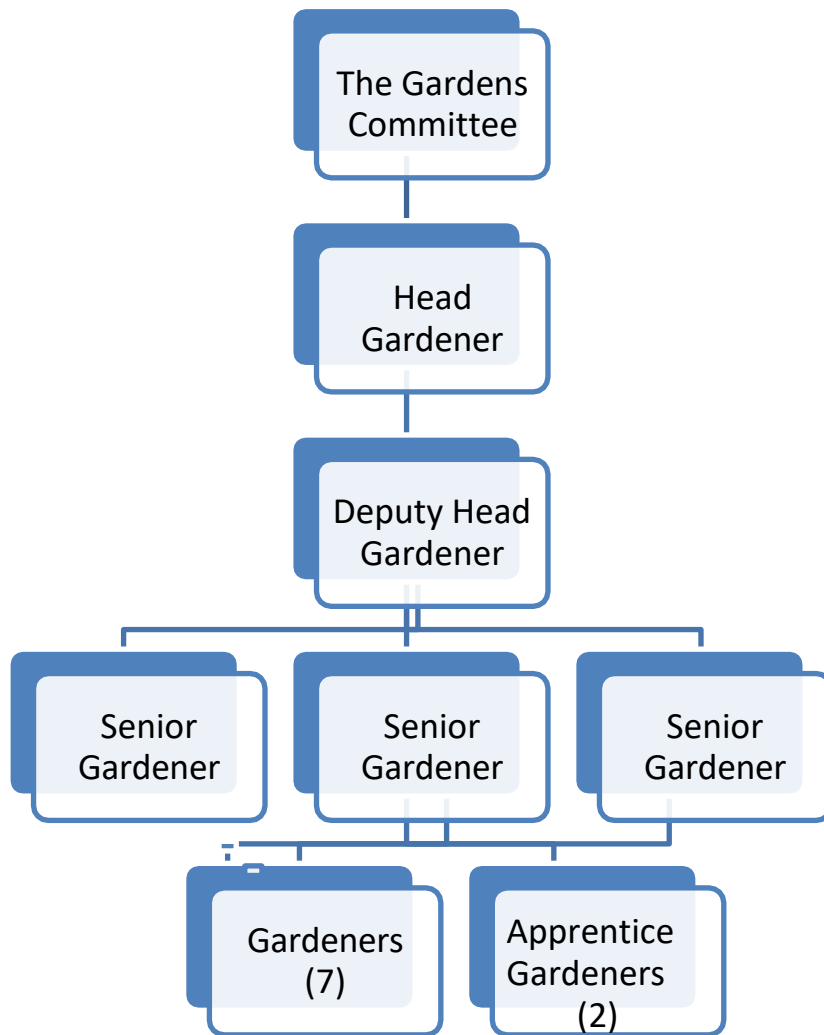
The work includes all aspects of gardening and the job holder will be working outdoors in all weathers, undertaking physically demanding tasks, as well as fine detailed and repetitive maintenance work.

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
<b>Desirable skills and experience</b>	<p>Some basic practical gardening skills</p> <p>Basic knowledge of plants</p> <p>Some experience of operating/maintaining garden machinery (training will be given)</p> <p>An understanding of Health and Safety regulations</p>
<b>Qualifications</b>	GCSE qualifications, or equivalent, in English and Maths
<b>Personal Qualities</b>	<p>Enthusiastic</p> <p>Hardworking</p> <p>Willing to work in a motivated team but also be able to work on their own</p> <p>Ability to communicate clearly with confidence</p> <p>A willingness to learn</p> <p>Willingness to work outdoors in all weathers is essential</p>
<b>Additional Requirements</b>	Able to show evidence of a keen interest in gardening and reasons for applying for this apprenticeship
<b>Training</b>	<p>Full training to be provided by the College and the training provider</p> <p>The apprentice will be working towards and gain a Level 2 Horticulture and Landscape Operative Apprenticeship</p> <p>The learner will be allocated an industry specific training consultant who will provide both remote and onsite visits throughout the apprenticeship.</p> <p>The apprentice will work towards an End Point Assessment (EPA) at the end of their apprenticeship</p> <p>You will also need to achieve Level 3 award 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 before undertaking the End Point Assessment</p>

## ORGANISATION CHART



## EMPLOYMENT DETAILS

<b>Fixed Term</b>	Maximum of 2 years
<b>Rate of Pay:</b>	£19,359 per annum (£9.50 ph.)
<b>Hours:</b>	Normal hours of work will be 39 per week. These will normally be worked between 0730 to 1615 Monday to Thursday and 0730 to 1515 on Friday, with an unpaid break of 45 minutes. Occasional out of hours work will be expected when necessary to assist with clearing snow and/or other acts of nature i.e. storm damage and flooding
<b>Annual leave:</b>	25 working days plus 8 public holidays.
<b>Meals:</b>	Free lunch is provided for staff whose duties cover this period.
<b>Probation</b>	6 months
<b>Pension scheme:</b>	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. All staff will become members unless they choose to opt out, subject to eligibility.
<b>Private Health Care:</b>	The College provides free health care and membership of a dental care scheme. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
<b>Gym:</b>	Membership of the College gym is available for a modest fee. Inductions are compulsory.
<b>Sports &amp; Social Club:</b>	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
<b>Cycle to work Scheme</b>	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, up to a maximum value of £6,000
<b>Access to College</b>	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
<b>Employee Assistance</b>	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
<b>Childcare</b>	The College, in conjunction with three other Colleges, established the Wolfson Court Nursery with up to fifteen places available for staff, students and Fellows. The nursery caters for children from three months to five years. A salary sacrifice scheme is also available for those wishing to use other nurseries.