
Post Title: **Apprentice Gardener**

Post Hours: 37 hours per week

Responsible to: Supervisors and Gardeners

Responsible for: None

Main contact associated with principal duties:

Assistant Parks & Cemeteries Officer
Parks Officer
Green Space Manager
Bereavement Officer

Job Purpose:

To train as an apprentice gardener to NVQ level 2 and gain practical experience in the maintenance of parks, green spaces, sports facilities, playgrounds and cemeteries.

Control of Resources:

None

Main duties and responsibilities:

1. To undertake apprenticeship training to learn the theory and practice of horticulture by instruction from trainers and qualified gardeners and other training courses as required.
2. To complete training assignments and maintain a student portfolio, which will be assessed regularly by a College trainer, leading to the award of an NVQ (level 2) in Amenity Horticulture.
3. To gain skills and knowledge of horticultural operations such as the planting of trees, shrubs and other plants, turfing, grass and sowing, hedge cutting specimen pruning and ecological management techniques.
4. To gain experience of maintaining parks, playgrounds and green spaces, for example, grass mowing, edging, litter picking, emptying bins, general pruning, sweeping, basic repairs to play equipment, cleaning buildings and toilets, etc.
5. To become conversant and skilled in the use of hand tools and pedestrian machines and appropriate powered hand tools which are used in the maintenance of horticultural features.
6. To gain knowledge and skills relating to the maintenance of sports pitches, including football, cricket, bowling greens and tennis courts.
7. To learn about differential mowing techniques and maintenance of wildflowers enhancing biodiversity.

8. To learn to apply appropriate chemical control under supervision and understand the safe working procedure associated with such work.
9. To learn how to operate and become conversant in the operation of ride-on mowers, mini-tractors and other similar machinery.
10. To undertake general constructional work including fencing, re-surfacing of footways and roads etc., and other work of a similar nature.
11. To undertake regular apprentice training review meetings with your training mentor.
12. To attend other short training courses and assessments as may be required and complete any relevant course work and assignments.
13. To gain experience of undertaking horticultural operations in cemeteries.
14. To gain some experience of working in the Parks, Green Space and Bereavement office undertaking technical duties such as assisting with site inspections, preparing risk assessments, etc.
15. Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

Selection Criteria	Essential Or Desirable	Assessment Method
Qualifications		
1. No formal qualifications but must be able to pass a College pre-entry assessment which indicates your ability to complete a horticultural apprenticeship to a Level 2 standard.	Essential	Application Test via College Assessment
Knowledge, skills, abilities and experience		
2. A good school / college / work record in terms of attendance, time keeping and conduct.	Essential	Application Interview
3. Ability to communicate both orally and in writing, including: <ul style="list-style-type: none"> Ability to read written instructions Ability to understand verbal instructions Ability to communicate verbally with colleagues and customers 	Essential	Application Interview Test
4. Ability to undertake basic arithmetical calculations such as addition, subtraction and division.	Essential	Application Test
5. Ability to undertake manual work (in all weather conditions) and learn manual skills.	Essential	Application Test
6. An ability to deal with members of the public in a polite and courteous manner.	Essential	Application Interview
7. An ability to work as part of a team.	Essential	Application Interview
8. Able to demonstrate a reason for wanting to train as an apprentice in amenity horticulture.	Essential	Application Interview
Special Requirements		
<ul style="list-style-type: none"> All annual leave will be taken following consultation with and the agreement of the Section Supervisors. The post holder will be required to undergo further training, both 'in house' and college based, if required, and such training will be undertaken following consultation with the Section Supervisors & E P Team Leader. You will be based at Fleet Street, Nelson, but will be expected to report to and work from any of the authority's other depots and sites upon request, (without receiving any relocation or travelling expenses). As the post is deemed safety critical, it is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts. 		