

Job Description

POST TITLE	Apprentice Gardener	POST NO:	PK2339
SERVICE UNIT	Green Spaces and Amenities	GRADE:	A4
JOB EVALUATION	N/A	JOB FAMILY	Apprentice
SALARY	National Minimum Wage for age		
RESPONSIBLE TO:	Team Leaders/higher graded gardeners		
RESPONSIBLE FOR:	None		
LOCATION	Various park locations	STATUS	Staff

Job Purpose
To train as an apprentice gardener to NVQ level 2 and gain practical experience in landscape and sports turf maintenance, playground maintenance, tree work and gain experience across other areas of Green Spaces and Amenities activities.

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 each month by a trainer from a college, 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, general pruning, planting, litter picking, emptying bins, sweeping, 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 pitches, cricket wickets, bowling greens and tennis courts and synthetic grass surfaces.

7. To gain knowledge and skills relating to the maintenance of natural and semi-natural landscapes including grassland, woodlands and wetlands that are found in Burnley's greenspaces
8. To learn about floral decorations including planting and maintenance of bedding plant displays, hanging baskets, etc.
9. To learn to apply appropriate chemical control under supervision and understand the safe working procedure associated with such work.
10. To learn how to operate and become conversant in the operation of ride-on mowers, mini-tractors and other similar machinery.
11. To undertake general constructional work including fencing, re-surfacing of footways and roads etc., and other work of a similar nature.
12. To undertake regular apprentice training review meetings with your training mentor.
13. To attend other short training courses and assessments as may be required and complete any relevant course work and assignments.
14. To gain experience of undertaking horticultural operations in cemeteries
15. To gain some experience of working in Green Spaces & Amenities office undertaking technical duties such as assisting with site inspections, preparing risk assessments, etc.
16. 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.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the postholder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by: Simon Goff

Date: June 2026

Postholder:

Date of issue:



Person Specification

POST: Apprentice Gardener	GRADE: A4
DIRECTORATE: Operations	POST NO: PK2339

Selection Criteria:	Essential/ Desirable E/D	Means of Assessment: Application/Interview/ Presentation/Test/ Production of Certificate A/I/P/T/C
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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.	E	T College Assessment
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Experience

2. A good school/college/work record in terms of attendance, time keeping and conduct.	E	A/I
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Skills

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. 	E	A/I/Test
4. Ability to undertake basic arithmetical calculations such as addition, subtraction and division.	E	Test
5. Ability to undertake manual work and learn manual skills.	E	Test
6. Ability to learn and benefit from training.	E	Test
7. An ability to deal with members of the public in a polite and courteous manner.	E	I
8. An ability to work as part of a team.	E	I
9. Able to undertake manual work in all weather conditions.	E	I
10. Able to demonstrate a reason for wanting to train as a modern apprentice in amenity	E	A/I

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horticulture.		
The Burnley Way		
<p>Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives.</p> <p>Further details are contained in the Behaviour Framework</p>		

June 2026