

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.**Post Title:** Apprentice Gardener**Unit/Team:** Grounds Maintenance**Grade:** Apprentice Wage**Service:** Operations & Traded Services**Reports to:** Green Spaces Chargehand**Issue Date:** February 2023

PURPOSE OF THE JOB

To undertake both on the job training and to attend any suitable college courses to become a fully trained horticulturalist for Rugby Borough Council undertaking gardening duties on sites throughout the Borough.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To learn the Principles of Horticulture to enable you to create and maintain herbaceous & shrub borders, turf culture working to a high standard of presentation.

Work according to The Health and Safety at Work Act 1974 including relevant health and safety processes and procedures in the specific industry and gain insight in hazards relevant to horticultural environments.

Assist experienced gardeners in planting, watering, and maintaining a variety of plants and borders, learn about correct pruning techniques and the correct tools, equipment and machinery required for the job and the importance of maintenance / regular checks of these items to ensure they remain in good working order.

To learn about plant growth and development including plant nutrition and plant requirements. How to care for plants correctly in different environments. The relationship between environmental conditions and plant growth.

Participate in landscape design projects and contribute creative ideas.

To be available for additional duties such as weekend watering when necessary.

2. OTHER DUTIES AND RESPONSIBILITIES

Undertake normal grounds maintenance duties in line with the needs of the service.

Plant identification by scientific names including genus, species and cultivar and to know why and how plants are identified.

Undertake basic propagation skills including division, cuttings, seed sowing and seed collection.

Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

The post holder has no direct supervisory responsibility.

4. FINANCIAL RESPONSIBILITIES

The post holder has no financial responsibility.

5. RESPONSIBILITY FOR ASSETS AND DATA

Responsible for all equipment used to perform the duties of the role.

6. EXTENT OF PUBLIC CONTACT

Regular contact during the normal working day

7. WORKING CONDITIONS AND ENVIRONMENT

37 hours a week, although a flexible attitude to work is required outside the normal working day for duties such as watering in the Nursery.

Regular working in adverse weather conditions and fixing machinery on site will be required.

8. CORPORATE RESPONSIBILITIES

All staff must act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management

Copies of the relevant rules and policy are available on the staff intranet or from your manager.

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION

Post: Apprentice Gardener



For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Good basic literacy and numeracy skills	E	A, D
General interest for the Parks and Grounds maintenance industry.	E	A, I
Ability to undertake and benefit from continued job training along with more formal qualifications.	E	A, I
Ability to work both as part of a team and individually.	E	A, I, R
Ability to use their own initiative.	E	A, I, R
Ability to understand and accept instruction.	E	A, I, R
Communicate with others, including clients, the public and colleagues.	E	A, I, R
Commitment to customer service	E	A, I, R
Commitment to working within our corporate behaviour values.	E	A, I, R
Commitment to equality and diversity	E	A, I, R
A commitment to work within our CAN DO values.	E	A, I
The ability to use handheld computer software.	D	A, I, R

Application	A
Interview	I
Test (written, presentation, practical – e.g. word processing)	T
References	R
Documentary – e.g. certificates	D