

Apprentice Gardener

Job Ref: REQ171162

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description – Apprentice Gardener

Job Grade: Operational Service Grade 1

Job Purpose: To train as an apprentice gardener to NVQ Level 3 and gain practical experience in landscape maintenance and tree work.

Job Duties

- To undertake a modern apprenticeship scheme and to learn the theory and practice by instruction from trainers and qualified gardeners, plus any additional training courses required.
- To maintain a student portfolio and complete training assignments which will be assessed each month by a qualified trainer from DART Training, leading to the award of a NVQ Level 3 in Amenity Horticulture.
- To gain skills and knowledge of horticultural operations including planting trees, shrubs and other plants, pruning, turfing, formal bedding and other aspects of landscape maintenance.
- To become conversant and skilled in the use of hand tools and pedestrian machines and appropriate powered hand tools used in the maintenance of amenity gardens.
- To become conversant and skilled in the use of tractor mounted or ride on machinery used in the maintenance of the university gardens.
- To assist with the daily care, preparation, maintenance and development of the gardens, trees, ornamental areas, and other areas of the campus as directed.
- To report any tools or equipment that become unsafe for use, and require repair or replacement to the Gardens Manager or deputy.
- To wear protective clothing and equipment in accordance with Health and Safety requirements whilst carrying out specific works.
- To assist in the clearing of snow and ice during inclement weather.
- To learn and work alongside any other areas of a general Gardens and Arboricultural maintenance nature when so instructed.
- To understand and implement Health and Safety policies and requirements for yourself and others, commensurate with your level of responsibility within the Department to enable you to discharge your other duties and responsibilities safely.
- Any other duties appropriate to the grade and role of the person appointed.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Supervision Received: Regularly Supervised.

Supervision given: None

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy and Procedures.

All staff should hold a duty and commitment to observing the University's Equality and Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Gardens Manager/ Deputy Gardens Manager.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

| Area | Criteria | Stage |
|----------------------|--|-------|
| Experience | Evidence of a keen interest in Amenity Horticulture | 1,3 |
| Skills and abilities | Basic Maths and English. | 1,3 |
| | Effective oral and written communication skills. | 1,3 |
| | To possess a full clean driving licence* | 1,3 |
| | To demonstrate the ability to establish and sustain good working relationships within a team environment. | 1,3 |
| | An understanding of plant, tree and shrub maintenance. | 1,3 |
| | The ability to maintain and complete a student portfolio for the course, necessary work records, timesheets etc | 1,3 |
| | To possess basic IT skills | 1,3 |
| Training | A willingness to receive training and support from within the section and outside bodies | 1,3 |
| Qualifications | A to E grades in GCSE's. Note – An apprentice with an English or Math's grade below GCSE – Level C will be required to undertake tuition during works time to retake these exams. | 1,3 |
| Other | Observe the Universities Equality and Diversity policy at all times | 1,3 |
| | Awareness and understanding of good customer care. | 1,3 |
| | Attendance at In-House basic Health and Safety Induction. In house Risk Management or Risk Assessment appreciation as appropriate | 1,3 |
| | To assist, implement and engage with the Hand Arm Vibration monitoring system | 1,3 |

Stages in assessment: 1. Application form at short listing, 2. Selection test, 3. Interview.

* A full clean driving licence consists of there being no major driving convictions. Up to 6 points for minor offences shall be accepted. The reasoning for this is that the University's insurers will not cover the risk. To meet requirements set by the University Insurers all employees who are required to drive as part of their job role must be aged 21 or over. Due to the nature of this position anyone who is below 21 will require additional in-house training as a condition for them to be insured.

Desirable Criteria

| Area | Criteria | Stage |
|----------------------|---|-------|
| Experience | To have participated in some type of horticultural work – work experience, weekend work, volunteer gardening. | 1,3 |
| Skills and abilities | Experience in the of operation of a range of turf and garden machinery. | 1,3 |
| | Basic mechanical skills | 1,3 |
| Qualifications | A levels, B Tech in horticulture or similar | 1,3 |

Conditions of Service

The position is full time and fixed term. Salary will be on Operational Grade 1, £15,417 per annum.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Karen Setchell, Gardens Manager by email at k.d.setchell@lboro.ac.uk or by telephone on 01509 222107

Applications

The closing date for receipt of applications is **21 December 2017**.