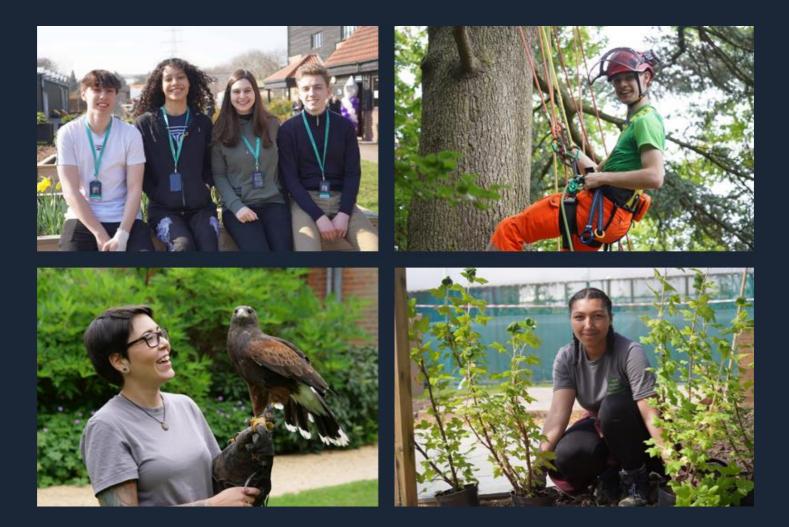
Capel Manor College

Apprentice Gardener

Job Description & Person Specification



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JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

| Post | Apprentice Gardener |
|----------------|-------------------------------|
| Scale | Business and Learning Support |
| Grade | National Minimum Wage |
| Responsible to | Gardens Manager |
| Location | Enfield |
| Contract | Full-time, Fixed-term |

Key Responsibilities:

The key responsibility of the Apprentice Gardener is to undertake the necessary day-to-day duties maintaining and developing a comprehensive plant collection including pruning and cultural operations. Maintaining grounds and gardens to a very high standard.

Attending one day at college in term time and four days working in the gardens/grounds.

Responsibilities:

- 1. Carry out weeding, forking, hoeing, mulching and fertilising
- 2. Carry out day-to-day maintenance of fine turf areas including treatment for pests, diseases and weed control where qualified
- 3. Carry out pest and disease control on various plants and herbicide treatments* of lawns (* subject to attaining qualification as part of training)
- 4. Undertake the seasonal planting of trees, shrubs and bedding plants to a scale plan
- 5. Assist the propagator in the production and cultivation of plants
- 6. Undertake informative pruning and management of low level trees and shrubs
- 7. Carry out various land-based horticultural and environmental projects (soft and hard landscaping)
- 8. Assist in the setting up and display arrangements for shows and major exhibitions e.g. RHS Chelsea
- 9. Care for and maintain footpaths and walkways
- 10. Other gardening duties such as mowing lawns, leaf clearance, and hedge cutting
- 11. The post holder will be required to participate in the weekend duty on a rota basis (times set by the Garden Managers). Hours are additional to the normal working week and are paid at a flat rate in accordance with the terms and conditions of service for Business and Learning Support Staff
- 12. Apprentices will be required to ensure that standards required by the College are maintained. Attendance, punctuality and keeping up with Learner Journals

General Responsibilities:

- 1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
- 2. Participate in College programmes of staff appraisal and continuing professional development
- 3. Develop effective working relationships internally and with external partners
- 4. To operate at all times in line with the College's values and behaviours
- 5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Evidence of continuous professional development

Experience

- Previous experience working outside
- A strong interest in horticulture
- Previous gardening experience

Skills, Abilities and Knowledge

- Ability to work to deadlines
- The ability to develop positive working relationships with individuals at all levels
- Attention to detail
- Flexible and able to work under pressure
- Willing to be trained on a number of horticultural machines
- Sound administrative skills
- To be able to work unsupervised
- Computer literate
- Ability to work on own initiative
- The ability to communicate effectively orally and in writing
- Flexible approach to working hours

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required