

Job Description

Job title	Apprentice Gardener
Department	Estates
Grade	APP (depending on age)

Job purpose (a brief summary of the role)	To assist the Team Leader to maintain and develop the University gardens, ensuring all works are completed safely and to the highest standards.
Duties and responsibilities	<p>To assist in maintaining the borders, turf, trees, ponds, wild areas, and wildflower displays to agreed standards.</p> <p>To assist in the planting of soft landscape schemes.</p> <p>To help erect fencing to maintain our boundaries and protect our borders.</p> <p>To help maintain a safe outside environment in all weather conditions including clearing snow and ice.</p> <p>To use a broad range of machinery and equipment such as mowers, hedge cutters and All-Terrain Vehicles to a safe standard.</p> <p>To ensure the correct use and storage of all machinery, equipment, and fuels.</p> <p>To ensure risk assessments and Standard Operating Procedures are adhered to for all tasks across the Gardens department.</p> <p>Clean, tidy and presentable appearance.</p> <p>Able to work within the organisation's working hours/pattern between the hours of 8am to 4pm on a 5-day basis.</p> <p>Apprenticeship</p> <p>To attend college as required and complete coursework in a timely manner as part of the apprenticeship scheme.</p>

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Educated to GCSE level or equivalent, including English and Maths grade 4-9.	A & C
E2	Work towards an Intermediate Apprenticeship in Horticulture (NVQ Level 2).	A & C
E3	Good communication/interpersonal skills with an ability to interact with a range of people.	A & C
E4	A general interest in gardening and horticulture working outdoors.	A & C
E5	Ability to work well under pressure.	A & C
E6	Ability to prioritise.	A & C
E7	High level of attention to detail and accuracy.	A & C
E8	Keen to develop and contribute new ideas and skills.	A & C
E9	Ability to work as part of a team.	A & C
E10	Ability to learn and adapt to new skills.	A & C
E11	Ability to follow instructions.	A & C
E12	Ability to undertake manual handling tasks.	A & C
E13	Ability to use powered tools, pedestrian mowers and associated equipment, under supervision.	A & C

Desirable Criterion No.	Desirable Criterion Description	<i>Measured by</i>
D1	Previous experience working outdoors in a gardening and/or horticulture environment.	A & C