THE COMMUNITY HOUSING GROUP

JOB DESCRIPTION

Post Title: Horticulture Apprentice	**Section**: Oakleaf Ground Services
Department: Property Services	**Car Allowance**: N/A
Salary Grade: Apprentice Rate	**Hours**: 40 Hours Per week
Responsible to: Environmental Maintenance Supervisor	**Post No**:

Purpose of Job:

To train as a Gardener/ Grounds Maintenance Operative, specialising in horticulture over a 2 year fixed term period to carry out seasonal work programmes around domestic, commercial, sheltered Housing Schemes and schools under the direction of an appointed Gardener/Grounds Maintenance Operative.

Reporting Relationships to Other Posts:

The Postholder will be accountable to the Oakleaf Manager through the Supervisor.

Responsibilities:

Under the direction of an appointed Gardener/Grounds Maintenance Operative:-

a) To carry out routine and non routine maintenance works and soft landscaping to sites in accordance with the predetermined timescales, schedules and seasonal programmes.

b) To produce work of a high standard in keeping with policies and procedures of The Community Housing Group.

c) To organise materials and plant in order to carry out works in an efficient manner.

d) To deal with residents in a courteous manner at all times.

e) To use mechanical and non mechanical plant and equipment to assist in the maintenance of shrub beds, grassed areas, hedges and sports pitches.

f) The post holder’s attention is drawn to the health and safety duties and responsibilities of employee’s in the Company’s Health and Safety Policy, health and safety risk assessments and safe working guidance.

g) No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time which are broadly consistent with those in the document.

Special Conditions of Employment:

The post holder will be required to attend College for a minimum of two years on a Horticultural Apprenticeship Course gaining the required qualification at the end of the period.

The Contract is for a fixed term of two years from the date of commencement.

The post holder will initially be based at Oakleaf Grounds Services Kidderminster Operating Centre, although the post holder will be required to commence and finish the working day at any site operated by TCHG.

Special Circumstances of Work:

You will be provided with and expected to wear protective clothing.

You will be required to have a current Driving Licence when of a legal age to obtain one.

Any Special Allowances and/or Additional Emoluments:

The post holder will be granted paid leave to attend College one day per week during term time.

DATE PREPARED: March 2011

POST: HORTICULTURE APPRENTICE

DUTIES

1. To attend college on a recognised training course in horticulture.
2. To assist the Gardener/Grounds Maintenance Operative as part of the training, to carry out the required tasks of an Operative:
   - Maintaining grassed areas, including cutting and strimming using a variety of tools and plant including both ride on and push mowers.
   - To maintain shrub beds and borders to include planting, pruning and weeding.
   - To apply pesticides and herbicides and fertilisers.
   - To set out, mark and remark sport pitches
   - To load, unload and secure trailers and tipper trucks.
   - To prepare ground for planting.
   - To plant shrubs and bedding plants in accordance with drawings and verbal instructions
   - To complete vehicle and plant defect reports and to carry out very minor repairs to the same.
   - To clear weeds from paving and hard standing areas using a variety of methods and techniques.
   - To erect and dismantle sports goals and similar
   - Excavation of trenches and ditches
   - To assist the Arbicultural Team (Tree Gang) as and when required
   - Some of the tasks would require the use of ladders, step ladders, cherry picker.
   - Driving a Wyre Forest Community Housing vehicle – when legally able.
   - User of power tools.
   - To collect litter and other fly tipped material in the maintenance of grounds, sites and facilities.
   - To be capable of dealing with requests/complaints satisfactorily from residents and members of the public.

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PERSON SPECIFICATION

Post Title: HORTICULTURAL APPRENTICESHIP
EDUCATION / QUALIFICATIONS / TRAINING
Essential: **Level 2 Literacy and Numeracy and ITQ, equivalent, or the ability to pass assessment up to this level.** **Desirable:**
EXPERIENCE / KNOWLEDGE
Essential: **No experience is required for this role, however an appreciation of practical, hands on work as well as academic study is essential.** **Desirable**
SKILLS AND ABILITIES
Essential: **Good attention to detail, decision making and problem solving skills.** **Able to present themselves well when communicating with customers and suppliers.** **Able to use own initiative with the ability to work on their own as well as part of a team.** **Desirable:**
ADDITIONAL FACTORS
Essential: **Possess an inquisitive mindset, have a willingness to learn and eagerness to increase technical skills.** **Desirable:**