

Job Title: Apprentice Gardener/Grounds - Horticulture and Landscape Operative Apprenticeship	Role Profile Number: N/A
Grade: AEL1 (apprentice) Level 2 Salary:	Date Prepared: June 2021
Directorate/Group: Operations	Reporting to: Grounds Supervisor
Structure Chart attached:	No

Job Purpose

- To maintain a high standard of grounds maintenance within the Borough of Swindon

Key Accountabilities

- To use best horticultural practice in the maintenance of specific areas of work as directed.
- To use own initiative on day-to-day activities within the overall guidelines set out by your supervisor.
- Ensure parks and depot building are left safe and securely locked.
- Working to deadlines and delivering a high quality standard in all areas of grounds maintenance.
- Proficient in the use of all the basic hand powered equipment, plant and machinery and has knowledge of the plant material that is being tended and drive non LGV vehicles.
- Cleansing work in and around parks and housing areas. This includes the safe removal and disposal of dangerous and hazardous materials.
- The basic maintenance, cleaning and safe use of hand tools, hydraulic ride on mowers, many power tools including hedge trimmers, strimmers, garden vacuums, blowers, push mowers (petrol, diesel, electric, rotary, cylinder and flymos).

Supplementary Accountabilities

- Under supervision to undertake gardening/ general grounds maintenance, duties could include planting of trees and shrubs and aftercare, seeding, pruning, watering, feeding, weeding, herbicide application, hedge cutting, snow clearing, construction and renovation, litter clearance, cleaning changing rooms, overmarking sports pitches, working in such areas as flower beds, shrubberies, woodlands and whip areas, herbaceous borders, rose beds, rock gardens, grasslands and playing fields and open spaces.
- Ensure that any identified personal training needs are discussed with their immediate supervisor in order to achieve the knowledge and experience required to progress within the grades system.
- To maintain the highest level in customer care in line with Service standards

- To fully comply with SCS, SBC and the Industry, Health and Safety Policy while delivering the Service.
- Basic form filling/administration skills in order to record work accurately, vehicle logs and waste disposal tickets.
- To learn regular maintenance rounds and be able to work from plans to identify correct areas for maintenance.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Attend Planned Training to Gain experience in a similar environment
- Gain Knowledge in using all types of grounds maintenance machinery Preferred:
- Gain Knowledge and experience of gardening/grounds maintenance
- Gain relevant Amenity Horticultural qualification, NVQ2 or equivalent
- Attend and pass PA1 Pesticides Certificate
- Full clean driving licence

Working Environment:

- Outside works.
- Working in unpleasant conditions, extremes of temperature and inclement weather conditions
- Hazardous Conditions will exist at times. Potential Risks:
- Potential exists for aggression and risk of injury

Qualifications

(Apprentices without Level 1 in English and Maths will need to achieve this level and take the test for level 2 English and Maths prior to taking the end-point assessment.)

- Educated to GCSE level

Decision Making

- Under Supervision make informed decisions on site maintenance task

Creativity and Innovation

- Work closely with all levels of council staff and members of the public.
- To suggest and devise improvements in the daily work load. Better use of labour, transport and materials.
- Challenge procedures.

Borough.

Working Environment:

- Outside works.
- Working in unpleasant conditions, extremes of temperature and inclement weather conditions
- Hazardous Conditions will exist at times. Potential Risks:
- Potential exists for aggression and risk of injury

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	