

## CAPEL MANOR COLLEGE JOB DESCRIPTION AND PERSON SPECIFICATION

<b>POST:</b>	Garden/Horticulture Operative Apprentice Level 2
<b>GRADE:</b>	National Minimum Wage
<b>RESPONSIBLE TO:</b>	Gardens Manager
<b>CAMPUS:</b>	Enfield
<b>HOURS:</b>	Full Time, 2 year Fixed Term Contract

### KEY RESPONSIBILITIES

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.

### MAIN 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.

- Apprentices will be required to ensure that standards required by the College are maintained. Attendance, punctuality and keeping up with Learner Journals.

## GENERAL

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

## PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	<b>Criteria</b>	<b>Essential/Desirable</b>
<b>Qualifications (Educational and Vocational)</b>	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period.	Essential
	Evidence of continuous professional development	Essential
<b>Previous experience/job knowledge</b>	Previous experience working outside	Essential
	A strong interest in horticulture	Essential
	Previous gardening experience	Desirable
<b>Skills (Competencies and Aptitudes)</b>	Ability to work to deadlines	Essential
	The ability to develop positive working relationships with individuals at all levels	Essential
	Attention to detail	Essential
	Flexible and able to work under pressure	Essential
	Willing to be trained on a number of horticultural machines	Essential
	Sound administrative skills	Essential
	To be able to work unsupervised.	Essential

	Computer literate	Essential
	Ability to work on own initiative	Essential
	The ability to communicate effectively orally and in writing.	Essential
	Effective organisation skills and ability to work on own initiative and as part of a team	Essential
	Flexible approach to working hours	Desirable
<b>Other factors/ additional requirements</b>	An understanding of safeguarding and a commitment to creating a safe learning environment An understanding of and commitment to safeguarding young people and vulnerable adults. Motivation to work with children/young people/Vulnerable adults Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults Emotional resilience in working with challenging behaviours Attitudes to use of authority and maintaining discipline.	Essential
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	Essential
	Confident, self-motivated with a committed approach to work.	Essential
	Commitment to inclusive and comprehensive educational provision.	Essential
	Clean Driving Licence	Desirable