

Job Description

JOB TITLE:	Apprentice – Horticultural Operative
HOURLY RATE/SALARY:	£23860
HOURS:	40
REPORTS TO:	Ben Garraway
RESPONSIBLE FOR:	Grounds Maintenance
CAMPUS:	BCA
JOB PURPOSE:	A 'hands on' role to undertake daily and seasonal practical maintenance across the BCA Gardens, Campus Grounds and wider Estate. Learning off the job through a day release to BCA College to complete a Horticultural Operative apprenticeship.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. To undertake mowing and turf maintenance as directed.
2. To participate in the annual maintenance and development of shrub and flower borders including; weeding, pruning, planting, watering and mulching tasks.
3. To assist with sports turf maintenance, including marking out, slitting, scarifying and any remedial work.
4. To undertake routine maintenance and construction of Estate features, fences, paths, tracks and structures
5. To operate powered equipment and machinery, including hedge trimmers, brushcutters, ride on mowers and tractors.
6. To undertake pre-use checks, post-use cleaning and routine maintenance of machinery and equipment to meet safety standards and operational requirements.
7. To undertake seasonal and maintenance tasks across the estate including equestrian, pasture, woodland and access areas.

8. To assist in ensuring good visitor practice by helping with car parking and routine clearance of public and work areas.
9. To work a flexible working day to ensure jobs are carried out with minimal disruption to college facilities.
10. React to emergencies with occasional 'out of hours' work required
11. Ensure that safety procedures are adhered to and improvements are incorporated into working practices.
12. To complete a Level 2 Apprenticeship as a Horticultural Operative.
13. To attend college lessons and training sessions as required, typically 1 day weekly throughout the year.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

PERSON SPECIFICATION
Apprentice – Horticulture Operative

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
EXPERIENCE			
Experience of outside manual work		Desirable	Interview
Experience of practical horticultural work and machinery		Desirable	Interview
SKILLS, KNOWLEDGE AND ABILITIES			
Physically fit and able to work in all weathers	Essential		Interview
Good general practical competence	Essential		Interview
Organised, proactive and enthusiastic	Essential		Interview

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation