

### Job Description

<b>JOB TITLE:</b>	Horticulture Technician
<b>GRADE:</b>	Band G Support Pay Scale
<b>REPORTS TO:</b>	Head of Department
<b>CAMPUS:</b>	Berkshire College of Agriculture
<b>JOB PURPOSE:</b>	<p>To provide technical and practical support across indoor and outdoor horticulture training environments, enabling high-quality horticulture training, safe practical delivery and successful EPA and RHS assessment preparation for apprentices and students. The post holder will also be responsible for the preparation of materials and maintenance of resources for practical tasks.</p>

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#### **Main Duties**

##### **1      Support Learning**

- 1.1      Support the induction of students.
- 1.2      Provide practical demonstration and instruction within a learning environment as required.
- 1.3      Order and prepare equipment, materials, chemicals and practical learning environments for lessons.
- 1.4      Provide advice and guidance to students.
- 1.5      Participate in parents' evenings, recruitment, trade events, conferences, open days and other marketing events as appropriate.
- 1.6      Support horticulture students with activities like plant production to raise funds for better department resources.
- 1.7      Work with the team on the preparation and selection of learning materials to ensure an appropriate range of delivery methods to support learning and re-engagement as well as the development of resources, selection of materials and methods appropriate to students' needs and course level.

##### **2      Provide a Safe Learning Environment**

- 2.1      Maintain safe working practices within the practical learning area, completing risk assessments where appropriate.

- 2.2 Maintain and schedule maintenance and servicing of all equipment, tools and machinery, producing estimates of repairs where required.
- 2.3 Ensure supplies, parts and consumables are safely stored and that adequate stocks are maintained.
- 2.4 Ensure the practical learning area is kept clean and tidy.
- 2.5 Recycle and dispose of waste materials responsibly.
- 2.6 Ensure correct PPE is available for practical tasks.
- 2.7 Maintain chemical stores, checking expiry dates, SDS sheets and storage compliance.
- 2.8 Carry out safety checks, maintenance and storage of horticultural equipment including hand tools and lawnmowers.
- 2.9 Ensure machinery is prepared safely for student and apprentice use.
- 2.10 Carry out pest control using biological and chemical methods following label guidance and COSHH requirements.
- 2.11 Maintain glasshouse and nursery hygiene to high biosecurity standard.

### 3 General Duties

- 3.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 3.2 Be responsible for safeguarding and promoting the welfare of students.
- 3.3 Maintain student morale and discipline within the college site.
- 3.4 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
- 3.5 Any other duties commensurate with the level of responsibility within the Group.
- 3.6 Manage and adjust irrigation systems within glasshouse and outdoor training areas.
- 3.7 Year-round care for indoor and outdoor plants, monitoring health and identifying issues like pests or nutrient deficiencies

#### NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

## PERSON SPECIFICATION - TECHNICIAN

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Level 2 qualification in a relevant subject such as an RHS horticulture certificate or equivalent	X		AF
L2 English & Maths	X		AF
First Aid qualification or willing to work towards	X		AF / IV
PA1/PA6 pesticide applicator certificates		X	AF
<b>EXPERIENCE</b>			
Expertise in plant science, propagation techniques (seed sowing, cuttings, layering, division), and operating horticultural machinery eg. hedge cutters, strimmers	X		AF / IV
Experience of working with young people		X	AF / IV
Experience of working in an educational environment		X	AF / IV
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
Strong understanding of health & safety regulations in horticulture training and production environments	X		AF / IV
Knowledge of pest and disease identification and control using IPM and approved treatments	X		AF
IT skills	X		AF
Ability to motivate students	X		Test
Good administrative skills	X		AF
Ability to organise work and meet deadlines	X		AF
Flexible approach to work	X		AF / IV
Interpersonal skills to work with a range of stakeholders	X		IV / Test
Enthusiasm for learning and subject area	X		IV / Test
Commitment to safeguarding and promoting the welfare of children and vulnerable adults in college	X		IV
Strong observational skills for early detection of plant health issues	X		IV
Physically capable of handling machinery, plants, tools and assessment kits	X		AF / IV

**KEY**

- Evidence of all the elements marked AF or AF/IV must be present in the application form
- All the elements marked IV will be assessed at interview.
- All the elements marked AF/IV will also be assessed at interview.
- All or some of the elements may be assessed by the Test/Presentation