

Job Description and Employee Specification

Pre- Vocational Modern Apprenticeship Horticulture SVQ Level 2

Chief Executive’s Office

|  |  |
| --- | --- |
| **Service:**  | Chief Executives |
| **Division:** | People and Organisational Development |
| **Job Title:** | Pre-Vocational Apprentice- Horticulture  |
| **Responsible to:** | Workplace Manager |
| **Grade:** | Modern Apprentice |
| **Conditions of Service:** | Temporary Contract |
| **Job Evaluation Reference:** | N/A |
| **Date of last review:** | 10/11/2021 |
| **Job Outline**You will complete an initial 4 week programme and after a successful second interview you will work towards gaining 1 year work experience and complete training within Environmental Assets Maintenance, attending college to achieve a SVQ Level 2 in Horticulture. You will be involved in all aspects of amenity grounds maintenance including street cleaning. |
| **Main Duties and Responsibilities****Generic Duties:**1. To ensure that the Council’s obligations under Health and Safety at Work Act are met and that all operations are carried out in accordance with safe procedures.
2. Demonstrate willingness to participate in work tasks and learning in all weather conditions.
3. To wear and maintain in a satisfactory condition all items of image and protective clothing.
4. Learn and demonstrate safe and efficient usage of hand tools and powered machinery including routine maintenance and checks, in both amenity horticulture and street cleaning remits.
5. To complete horticulture and street cleaning tasks such as grass cutting, strimming, litter picking, weeding, shrub/hedge cutting, hard & soft landscape maintenance.
6. To participate in duties as defined by the Chargehand and Supervisor.
7. To bring to the Chargehand’s attention any matter which prevents the tasks being completed in a safe manner.
8. To ensure that all incidents and near misses are reported in accordance with agreed procedures as quickly as possible to the relevant persons.
9. To undertake and complete a SVQ 2 in Horticulture and any other relevant training (**Not included in Pre-Vocational 4 week initial period)**

**This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS/TRAINING** Broad general education  | X |  | Application |
| National 5 English  |  | X |  |
| **WORK EXPERIENCE** Previous experience of outdoor working/gardening  |  | X | Application/Interview |
| Team working experience.  | X |  |
| **KNOWLEDGE/SKILL/ABILITY** Good verbal and communication skills | X |  | Application/Interview |
| Good time management skills.Ability to communicate with the publicWillingness to work and the ability to follow instructionsAbility to use own initiative  | XXXX |  |
| **PERSONAL QUALITIES/ATTRIBUTES** Outgoing, friendly mannerAdaptableWillingness to work in all weather conditions | XXX |  | Interview |
| **OTHER** Lives within North Lanarkshire Aged between 16-24, or up to 29 if care experienced/ have additional support needs  | X | X | Application |