**logo-uob-resize[1] Job Description**

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| **Job title** | **Apprentice Gardener & Groundsperson** |
| **Department/School** | **Department of Estates** |
| **Grade** | **2** |
| **Location** | **University of Bath grounds** |

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| **Job purpose** |
| To gain the skills and knowledge to enable the post-holder to undertake landscape and grounds maintenance through the upkeep of the borders, grassed areas, woodlands, planting, preparation and upkeep of outdoor natural and artificial sports surfaces and other facilities for sports fixtures and recreational use. |

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| **Source and nature of management provided** |
| Landscape Supervisor and Sports Grounds Foreperson |

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| **Staff management responsibility** |
| None |

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| **Special conditions** |
| The role is based at the University campus and on occasions there may be a requirement to work at other University properties.  A uniform and protective clothing and footwear will be provided and must be worn, personal protective equipment (PPE) and training is provided.  Due to the nature of the work you will need to be able to lift and carry a reasonable amount of weight and you will be required to work out doors throughout the year.  Hours of work: 36.5 hours per week Monday to Thursday 08:00 hours to 16.15, Friday 08.00 hours to 15.15 The post holder will be required to work 5 days (Monday to Friday).  You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. |

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| **Main duties and responsibilities** | |
| To gain the skills and knowledge in order to safely: | |
| **1** | Carry out seasonal work to grass, formal and informal planted to ensure that the University grounds are attractive, safe and tidy. |
| **2** | Undertake basic woodland maintenance and able to carry out pruning of trees and large bushes. |
| **3** | Use hand operated horticultural machinery in accordance with the manufacturer’s recommendations and ensure that it is appropriately cleaned after use. |
| **4** | In accordance with the manufacturer’s recommendations safely use   * ride on mowers * trailed gang units * tractors (with trailers including gritting machine) * 4 X 4 Vehicles / pickups * flat bed and panel vans   and ensure that they are cleaned after use. |
| **6** | Arrange and maintain indoor planting displays. |
| **7** | Carry out seasonal maintenance such as mowing, fertilising, over seeding, topdressing, aeration and line marking of grass pitches (cricket, football, rugby etc) |
| **8** | Maintain artificial sports surfaces such as sand/ water based astro and 3G pitches, acrylic and clay tennis courts and athletic running track |
| **9** | To carry out litter picking and clearing up as and when required and particularly following University events. |
| **10** | To ensure all COSHH and health and safety requirements are adhered to whilst carrying out your duties. |
| **11** | You will be required to undertake as required a variety of training as appropriate to the post. |
| **12** | Maintain polite and good communication with your colleagues and staff at all times and answer general enquiries from visitors as required. |
| **13** | Complete paperwork and provide information as appropriate to the role. |
| **14** | Take care of all University property and report anything in need of repair or replacement to the Landscape Supervisor. |
| **15** | You will be encouraged to actively promote energy saving measures to colleagues whilst at the same time minimising your own environmental impact, using resources with minimum waste and increased recycling. |
| **16** | You are required to follow University policies and procedures at all times and take account of University guidance. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
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| To undertake and complete an NVQ level 2 in Horticulture (Landscape Gardening). | ✓ |  |
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| Valid Category B Driving License minimum of 1 year experience, i.e. 5000 miles (for insurance purposes). |  | ✓ |
| **Experience and Knowledge**  Interest in and enthusiasm for horticulture and the landscape.  Have previously worked in a physically demanding role and able to demonstrate a level of fitness suitable for the post. | ✓  ✓ |  |
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| Understanding of basic Health and Safety and COSHH requirements commensurate to the post. |  | ✓ |
| **Skills** |  |  |
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| Good level of numeracy and literacy in spoken and written English. | ✓ |  |
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| Basic level of computer literacy.­­­­ | ✓ |  |
| **Attributes** |  |  |
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| Good customer service skills and ability to communicate with staff, students and visitors at all levels. | ✓ |  |
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| Demonstrate the ability to be flexible in working alone and on own initiative as well as integrate within a team. | ✓ |  |
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| Smart appearance - a uniform and safety shoes will be provided and must be worn. | ✓ |  |
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| Able to work additional hours when required |  | ✓ |
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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |