

EMMANUEL COLLEGE

JOB SPECIFICATION for the post of Apprentice or Trainee Gardener.

Full time post, line manager the Head Gardener or in his absence the Assistant Head Gardener.

PURPOSE OF THE JOB

The role of the Trainee/Apprentice College Gardener is to assist with efficient day-to-day management and up-keep of the College Gardens whilst gaining experience and instruction to work towards becoming a competent and experienced qualified Gardener. A combination of gardening, hard landscaping and technical maintenance skills are required.

JOB SPECIFICATION

To ensure timely completion of own work in accordance with instructions and guidance issued by the Head Gardener, or in their absence by the Assistant Head Gardener, relating to a wide variety of duties which include the following:

1. Operating garden machinery, such as mowers, hedge trimmers etc., as directed.
2. Use and care of all hand tools.
3. Assist with planting, maintenance and care of lawns, shrub borders and herbaceous borders in College and outside properties, including the installation and maintenance of irrigation systems where appropriate.
4. Assist with the upkeep of paths including snow clearing and salting.
5. Cleaning of all machinery after use.
6. Assist in the production of bedding plants etc. including potting, pricking out and taking cuttings.
7. Routine maintenance of garden furniture, equipment and Garden Department fabric (for example cold frames).
8. Assist with Maintenance of tennis courts in summer.
9. Maintenance of work areas (including kitchen, restroom and toilet) in a clean and tidy condition.
10. Sweeping etc from gardens, borders, paths and hard surfaced areas (on the College main site and at outside properties)
11. Some weekend duty, if required, for example ice clearing in winter.
12. Reporting to the Head Gardener, or in his absence the Assistant Head Gardener, any problems concerning the use of machinery and equipment or otherwise which may require attention or maintenance.

13. Assistance with hard landscaping such as edging, drainage, laying paths, cobbling and building small garden walls.
14. Chopping fire wood and kindling for use in the parlour.
15. The Observance at all times of the College Equal Opportunities, Computer Acceptable Use, Health and Safety Policies and the College Policy on the application of the Data Protection Act. The contents of these policy documents are explained to staff during their induction to employment and copies are available on request from the Head Gardener.
16. Any other related duties and responsibilities consistent with the role of Gardener as may from time to time be requested.