### About the Employer

Emmanuel College is located in the heart of Cambridge yet the extensive grounds are beautiful and peaceful. The historic College grounds are located on the site of a thirteenth–century Dominican Priory. They are a haven of spacious lawns, rare trees, and tranquil ponds, which are known for our families of ducks. We are committed to biodiversity within our gardens, which are home to a large variety of wildlife. The borders are arrayed with a range of wild flowers & verdant planting, alongside beehives & insect hotels. Our buildings range from the medieval Old Library, to our Classical Revival Chapel, to our café (Fiona's) & basement Bar. Sometimes it's easy to forget that we are only a few metres from Cambridge's vibrant city centre!

### Brief overview of role:

We are seeking a keen Apprentice Gardener to join our friendly and supportive team.

Responsible to the Head Gardener, the purpose of the role is to carry out the highest possible standard of mowing and horticultural work in the College grounds.

Work will include:

- Cutting and laying turf and the maintenance of lawns;
- Maintenance of garden features such as ponds, borders and paths, including snow clearance and salting;
- Clipping hedges, sweeping and cutting of rough grass, maintaining the herbaceous borders, pruning trees and shrubs;
- All greenhouse work, raising seeds, cuttings and bulbs;
- Routine maintenance of garden furniture;
- Maintaining the tennis courts in the summer;
- Chopping fire wood and kindling for use in the parlour;
- Disease and pest control activities;
- Maintaining records of work carried out;
- Ensuring that all tools, plant and machinery are maintained;
- Ensuring that safe methods of working are always applied;
- Learning how to work on machines and mowers;
- Helping to keep the gardens and all outside areas clear of litter;
- Adhering to Health and Safety regulations and current legislation;
- Undertaking such other duties as may reasonably be required in this position.
The ideal candidate will be conscientious, hardworking and reliable. You should also be committed to producing work of a high standard and be able to work as part of a team and with minimum supervision when required.

A knowledge of plants, mowing techniques and first aid is desirable, the willingness to learn about these areas of work is essential.

| Working Week:     | Monday to Friday  
|                  | 8.00am to 4.45pm  
|                  | Lunch break: 1.00pm to 1.45pm |
| Total weekly hours: | 40 hours |
| Salary           | £459 per week  
|                  | £11.44 per hour  
|                  | £23,873 per annum |
| Possible Start Date | September |

JOB SPECIFICATION for the post of Apprentice Gardener.

Full time post, line manager the Head Gardener or in his absence the Assistant Head Gardener. The post is fixed term in line with the duration of the training course and Apprenticeship Scheme.

PURPOSE OF THE JOB

The role of the Apprentice Gardener is to assist with efficient day-to-day management and up-keep of the College Gardens whilst gaining experience and working 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. 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.
2. Use and care of all hand tools.
3. Operating garden machinery, such as mowers, hedge trimmers etc., as directed.
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, prickling 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, cobbles and building small garden walls.
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.

Fixed term contract of employment in line with the course duration and terms of the apprenticeship.

Give three main positives about your business:

- Free lunch whilst working (three course lunch available) and access to the college gym and swimming pool
- Excellent contributory pension schemes and various discounts available from local traders.
- Stunning college grounds in central Cambridge
## About the Candidate

| Desired Skills & Qualities | • A keen interest in gardening and horticulture  
|                           | • Ability to demonstrate basic practical gardening skills  
|                           | • A basic knowledge of plants  
|                           | • Keen to learn and develop a career in horticulture  
|                           | • Practical/hands-on approach to work  
|                           | • Mowing skills  
|                           | • Knowledge of plants  
|                           | • Knowledge of First Aid  
|                           | • Some experience of operating and maintaining garden machinery (training will be given)  
|                           | • An awareness of the operation of Health and Safety in the Workplace regulations (training will be given)  
|                           | • Inquisitive  
|                           | • Keen to learn  
|                           | • Reliable  
|                           | • Willingness to work outside in all weathers is essential. |

### Desired Qualifications

<table>
<thead>
<tr>
<th>Desired Qualifications</th>
<th>GCSE passes in English and Maths (or equivalent)</th>
</tr>
</thead>
</table>

### Future Prospects for the applicant in your business

<table>
<thead>
<tr>
<th>Future Prospects for the applicant in your business</th>
<th>If there is a permanent gardener vacancy at the end of the apprenticeship, the apprentice may apply.</th>
</tr>
</thead>
</table>

### Training Provided

| Training Provided | • Full training to be provided by the employer and KEITS at the place of employment.  
|                  | • The applicant will be working towards and gain a Level 2 Apprenticeship as a Horticulture / Landscape Operative  
|                  | • The learner will be allocated an industry specific training consultant who will provide both remote and on site visits throughout the apprenticeship.  
|                  | • The apprentice will work towards an End Point Assessment (EPA) at the end of their apprenticeship. |
## Additional Detail

| Things to consider: In this section discuss any transport issues, the reality of the job i.e. On your feet, working in all weather conditions etc. Any other aspects you want the applicant to be aware of before applying. | • Important Other Information Training on the Apprenticeships Programme for 16 to 18 year olds is a priority and fully-funded by Government. Training for Apprenticeships for those over this age is part funded, with employers expected to make a part or full contribution.  
• From April 1st 2022 the National Minimum Wage (NMW) for Apprentices is £4.81 per hour. This applies to 16-18 year old Apprentices and those aged 19 and over in the first year of their Apprenticeship. For all other Apprentices the National Minimum Wage appropriate to their age applies. The wage for Apprentices applies to both time spent on the job plus time spent training.  
• If you would like to read more about the course content visit: https://www.instituteforapprenticeships.org/apprenticeship-standards/?  
• KEITS Training Services Ltd reserves the right to close the vacancy earlier than the listed closing date should the need arise.  
• The apprentice will be working to build a portfolio of evidence and will be required to pass a knowledge test and an End Point Assessment (EPA) to complete the apprenticeship. |

I, (name), agree to carry out the duties in this job description and understand that it may change from time to time depending on the needs of the department and college.

Signed: ..........................................................  Dated: ..........................................................