

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Apprentice Horticultural Worker (Cemeteries) |
| HBC Grade: | **HBC3 75% (Apprentice Grade)** |
| Service: | **Cemetery & Crematorium Section** |
| Division: | **Environment Services Division** |

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| **Main Purpose of the Role** |
| To undertake a two year training period in Horticulture through a mixture of work based tasks and attendance at horticultural college, which will result in City & Guilds Level 2 Diploma in Practical Horticulture Skills and ICCM accredited certificates in safety, first aid and working practices in cemetery grounds and crematoriums.  The role represents an opportunity to develop a range of practical horticultural skills; appropriate to the care and attention that are required to maintain high profile, well regarded cemetery grounds and remembrance gardens. The training will cover the skills and horticultural practices that are needed through the different seasons of the year and will include; tree/shrub planting, formative pruning, grass establishment and mowing, strimming, application of fertilizer and herbicides. All to current best practice and certified standards.  All the experience and training gained in this role will form a strong basis for further career development and progression in landscape garden management and environmental based roles. |

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| **Key Duties** | |
| **1** | To work within the Environment Services Division, Cemeteries Team of Halton Borough Council undertaking horticultural and other land based tasks. |
| **2** | To attend horticultural college at least one day per week in term time. |
| **3** | To complete a City & Guilds Level 2 Diploma in Practical Horticulture Skills. |
| **4** | To qualify in a number of set land based qualifications such as PA1 & PA6 – Herbicide Application and gain Lantra certification in the competent use of horticultural powered machinery including Pedestrian Controlled Petrol Driven Mowers, Handheld Brushcutters and Strimmers, and Ride-on Mowers over the two year period. |
| **5** | To achieve certification in a number of cemetery based qualifications including the Safe use of Excavators, Safety in the Burial Process, and Safe Use of Dumpers. |
| **6** | To assist members of the public to enjoy and appreciate Halton’s parks, open spaces and cemeteries. |
| **7** | To become familiar with and abide by the Environment Services Division work procedures document. |
| **8** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |
| **9.** | You will be required to qualify for an ICCM Crematorium Technicians Certificate within 18 months of commencement of employment. |
| **10.** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Attributes** | **Essential Criteria** | **How Identified** (delete as appropriate for each criteria) |
| **EDUCATION/**  **QUALIFICATIONS** | GCSE’s in English and Maths at a level of 3 or above or equivalent. | Application / Interview /Assessment |
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| **EXPERIENCE** | None - all necessary guidance and training will be provided as part of the apprenticeship. | Application / Interview /Assessment |
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| **KNOWLEDGE** | Be able to demonstrate an enthusiasm for the subject of horticulture and garden management. | Application / Interview /Assessment |
| Demonstrates basic understanding of Health and Safety responsibilities within the workplace. | Application / Interview /Assessment |
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| **SKILLS & ABILITIES** | Able to work outdoors in all weathers. | Application / Interview /Assessment |
| The ability to work effectively with others as a competent team member. | Application / Interview /Assessment |
| Be capable of following clear instructions. | Application / Interview /Assessment |
| Be able to work in a classroom environment. | Application / Interview /Assessment |
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| **OTHER REQS** | Adaptable and flexible approach. | Application / Interview /Assessment |
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| **Attributes** | **Desirable Criteria** | **How Identified** (delete as appropriate for each criteria) |
| **EDUCATION/**  **QUALIFICATIONS** | GCSE’s in Science or Humanities at a level 3 or above. | Application / Interview /Assessment |
| GCSE’s or GNVQ’s in practical based subjects. | Application / Interview /Assessment |
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| **EXPERIENCE** | Previous experience of working in a horticultural environment, which may include domestic gardening or work based placements. | Application / Interview /Assessment |
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| **KNOWLEDGE** | Have an understanding of basic garden management tasks. | Application / Interview /Assessment |
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| **SKILLS & ABILITIES** | Be able to use basic horticultural hand tools. | Application / Interview /Assessment |
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| **OTHER REQS** | UK Driving Licence. | Application / Interview /Assessment |
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Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Date Agreed:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.