

Horticulture Apprentice

Role information

Job Title	Horticulture Apprentice		
Salary	Salary- £ 14566.11		
Hours to be worked	37 hours per week (including 20% off the job training)		
Location	Cutteslowe Park		
Service Area / Directorate	Parks and Open Spaces		
Line Manager			
Budget (£)		Funding	
Rehabilitation of Offenders Act 1974	Exempt	Additional Screening	N/A
Candidate Screening	Not required		

Role purpose

- To take instruction to carry out all aspects of countryside and landscape practices in Oxford Direct Services (ODS) Parks & Open Spaces in keeping with good countryside practice, with a particular emphasis on quality of work.
- To use and maintain a full range of land based equipment.
- To drive ODS vehicles, when qualified, at all times adhering to the ODS Drivers Handbook.

Role responsibilities and main duties

- Carry out all aspects of countryside work.
- Use and maintain a range of land based equipment including ride-on machinery, strimmers and hedge cutters.
- Regularly attend college and complete all apprenticeship course work. Level 2 Horticulture Apprenticeship, Abingdon & Witney College – Common Leys Farm Campus and Abingdon Campus.
- When qualified, drive ODS vehicles in accordance to the ODS Drivers Handbook.
- Work safely at all times, leave work places clean and tidy to maintain high standards.
- Work well with colleague and proactively complete all work to a satisfactory standard.
- Assist in completing work sheets/recording work as required.
- Communicate clearly to colleagues and supervisors at all times.
- Undertake any other appropriate duties required by the management team.
- Maintain the ODS reputation for great customer service through actions and conduct.

- Actively support the ODS commitment to Equalities and Diversity.
- Undertake any other appropriate duties required by management

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

Oxford Direct Services is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Have attained a 'pass' in the college competence assessment test.	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Educated to GCSE in Mathematics, English and Science (grade D) or equivalent <i>(to be attained prior to start date. If taking exams this year, please put predicted grades on application form).</i>	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Willing to undertake further education at college (Level 2 in Horticulture) and committed to complete full term of apprenticeship.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Keen to learn and develop skills in Countryside Management	✓	✓	✓	<input type="checkbox"/>
Able to travel to both work location and college <i>(Common Leys Farm and Abingdon Campus)</i>	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Able to undertake physical work and utilise tools.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Strong team-work ethos and ability to work effectively with colleagues.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to excellent customer service and ability to communicate effectively with customers.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Have attained a 'pass' in the college competence assessment test.	<input type="checkbox"/>	✓	✓	<input type="checkbox"/>

Desirable Criteria	A	I	T	D
Some previous experience of work in a Countryside-related field.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Some knowledge of the tools and skills needed.	✓	✓	<input type="checkbox"/>	✓
Full UK or European equivalent driving licence, to drive Council owned vehicles.	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Experience of operating IT based systems.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>