

Job Title	Apprentice – Grounds Maintenance		
Job Number			
Grade (if known)	Apprentice – £209.42 per week		
Directorate	Borough Services		
Business Unit /Section	Parks and Streetscene		
Preparation Date	July 2021		
Responsible to (job title)	TBC		
Responsible for total number of direct reports	0	Responsible for total number of staff managed	0
Main purpose of job			
An apprenticeship provides you with the opportunity to learn how to perform various financial, business, administrative and customer based tasks, supported by a training programme designed to develop your skills, experience and knowledge.			
Main responsibilities			
1. As part of our Grounds maintenance team you will undertake grounds maintenance across the borough working in parks, open spaces and other public areas using a variety of machinery and hand tools in accordance with quality standards and work instructions.			
Key tasks			
1. To gain knowledge and skills by participating in a learning and development programme which will include competing an apprenticeship in Horticulture, on-job training and other internal and external training courses.			
2. To build skills and experience by participating with other apprentices and colleagues in projects and events both in the council and in the local community.			
3. To develop personal communication skills through involvement in staff groups and workshop type events.			
4. To support the Grounds Maintenance Team in its day to day activities which includes: <ul style="list-style-type: none"> • Grass cutting • Hedge trimming and pruning • Clearing leaves and litter. • Planting and grass seeding. • Utilising hand tools, plant and machinery. 			
5. To carry out any other duties as required.			

6. To comply with any relevant regulations, professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults).

Essential User

No

Special features and/or equipment
(anything 'out of the norm')

Some off-site working and travel to neighbouring councils (for which train / bus travel or mileage will be paid)

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.