



Job Role: Grounds Maintenance Operative Apprentice

Job Family: Apprentice

Broadland District Council and South Norfolk Council

Purpose

To undergo training, development as an apprentice grounds maintenance operative whilst studying and completing an NVQ2 or NVQ3 in Horticulture whilst working specifically at sites managed by South Norfolk and Broadland Councils. This is a two year fixed term placement and will require day release either at a local college or at an external training provider.

Key accountabilities

- The full range of grounds and amenity maintenance activities for amenity and conservation areas including grass cutting/strimming, hedge and shrub cutting/pruning, clearing & shredding, etc as directed
- To assist in arboreal work dependant on age and qualifications
- To comply with all health and safety arrangements and any other requirements to undertake the role responsibly, safely and professionally. This also includes identifying and reporting faults on sites or machinery
- Dealing with all forms of customer contact effectively and courteously including responding to routine correspondence and enquiries from members of the public, suppliers and other staff
- Inputting data, keeping records, statistics for confidential filing as directed
- Studying towards and completion of the NVQ2 or NVQ3 in Horticulture qualification, including attendance at college

Role specific skills, knowledge and experience

- Able and willing to study for a recognised qualification including off the job training opportunities (20%)
- Demonstrate basic knowledge, interest and enthusiasm for the apprenticeship
- 4 GCSEs Grade 3-1 (D-G) or above, to include English and Maths at 3 (D)
- Demonstrate good IT skills with a knowledge of a range of different computer packages e.g. Word, Excel
- Current UK driving licence
- Well organised with the ability to work to tight timescales and demonstrate attention to detail
- Have an understanding of the need to deal with customers sensitively and to keep information confidential
- Able to work successfully as part of a team
- Ability to take on individual project work and demonstrate initiative
- Up to 15% of this role's time will be spent on external communication.

Date: 27 August 2020