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JD category

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PLUMPTON COLLEGE

Level 2 or 3 Horticultural apprenticeship

Reporting to:	Grounds and Gardens Manager
Working Hours:	Full time (37.5 hours per week – this includes time spent at College developing subject knowledge), 2-year fixed term apprenticeship.
Salary:	National Minimum Wage
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

To learn horticulture skills and assist in the maintenance of Plumpton College grounds and other Plumpton campus.

1. Duties and Responsibilities of the Job

1. Be a member of the Grounds and Gardens team to support the Grounds Manager with the development and maintenance of the College grounds. This includes border and lawn maintenance, assisting with the upkeep of plants, both interior and exterior, within glasshouses and plant collections.
2. Develop your skills by assisting with new grounds developments, including being a part of implementing new planting schemes and projects.
3. Work alongside, and at times, there may be the requirement to supervise individual or very small groups of students participating in work experience or alike with the Grounds and Gardens team.
4. Receive training, and be assessed, during work hours (for an average of about 1 day a week), working towards the following qualifications: <ul style="list-style-type: none">a. A Work Based apprenticeship at Level 2 or Level 3.b. Functional Skills in English, Maths and ICT if applicablec. Employment Rights and Responsibilitiesd. Personal Learning and Thinking Skills
5. Participate in, and contribute to, activities involving the recruitment, marketing, and promotional activities on behalf of the College.
6. Comply with the College's Equality & Diversity and Safeguarding policies
7. Participate as a member of appropriate course teams including attending meetings as required.
8. Adhere to the College Safety Policy, ensuring that appropriate safety standards are maintained during practical activities.
9. Participate in an annual appraisal of performance as laid down in the agreed guidelines and undertake staff development appropriate to the needs of the College and Department and that identified by the appraisal process.

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10. Undertake such other duties commensurate with the grade of the post as may reasonably be required by the Curriculum manager, Head of Division, member of Senior Management Team or the Principal

2. Training

Attend classes and complete tasks leading to the successful completion of a Horticultural Apprenticeship as a Horticulture Operative or supervisor within the two-year contract period.
Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression.
Complete all mandatory training as required in line with College expectations.

3. Further duties

To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT.
To adhere to appropriate College policies including (but not limited to) safeguarding, equity & diversity, and health and safety.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- 1. Ambitious and Progressive
- 2. Enterprising
- 3. Professional
- 4. Passionate about everything we do
- 5. Supportive

Essential criteria for the post
A self-motivated, positive, and pro-active attitude.
Reliable and committed.
Possess good communication skills and able to interact with a wide range of people, including staff, students, and visitors.
Hold a Level 2 or equivalent qualification in Horticulture if applying for a Level 3 position.
Competency in English and basic maths.
Physically fit: able to work at heights and to work in all weather conditions.
Willingness to follow Health and Safety procedures including the correct use of personal protective equipment.
Able to work in a fast-paced environment.
Able to follow instructions.
Commitment to completing the apprenticeship and earning a formal qualification.
To maintain a smart appearance and to act in a professional manner at all times.
The ability to maintain good team working relationships.
Desirable criteria
Full UK manual driving licence.

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CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are 37.5 hours per week, and some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed, and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands, or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.