Job Description

Service:	Grounds Maintenance
Job title:	Apprentice Grounds Maintenance Operative (Horticulture)
Grade:	B
Hours of work:	37
Responsible to:	Grounds Maintenance Manager
An apprenticeship post supporting a range of practical horticultural and grounds maintenance duties across parks, play areas and open spaces in Huntingdonshire, while completing the Level 2 Horticulture or Landscape Construction Operative apprenticeship standard, Horticulture operative option (ST0225).	
Direct reports:	N/A
Indirect reports:	N/A
Budget:	N/A

Purpose of Post:
The postholder will support the delivery of grounds maintenance and environmental services across the Council's parks, open spaces and public areas, helping ensure they remain safe, clean and well presented for residents and visitors. This is an apprenticeship role linked to the Horticulture operative option of the Level 2 Horticulture or Landscape Construction Operative standard. The role is intended to develop practical horticultural knowledge, skills and behaviours through workplace learning, supervised duties and formal training. The primary focus will be routine horticultural and soft landscape maintenance, including grass cutting, hedge and shrub maintenance, planting, weed control, plant care, pruning and seasonal works. The apprentice will work under supervision while progressively developing competence in safe working, machinery use, plant establishment, turf care and customer contact in public environments.

Key Deliverables:

• Undertake supervised horticultural and grounds maintenance tasks as part of the apprenticeship programme
• Develop knowledge of plant growth, soils, plant health, turf care and sustainable horticultural practice
• Assist with grass cutting using pedestrian and ride-on mowers once trained and authorised
• Carry out strimming around obstacles, trees, street furniture and fences under safe working procedures
• Assist with hedge cutting, shrub maintenance and pruning using appropriate techniques
• Prepare sites for planting and assist with planting trees, shrubs, bedding, herbaceous plants, turf and seed
• Provide aftercare to plants, including watering, mulching, weeding and basic formative maintenance
• Assist with vegetation control, including site clearance, weed management and basic turf maintenance
• Use hand tools, powered tools and machinery safely, only after training and authorisation
• Support litter picking, leaf clearance, removal of green waste and seasonal works
• Report defects, hazards, incidents, pests, diseases and plant failures to supervisors
• Communicate politely with members of the public about routine works being undertaken
• Build a portfolio of workplace evidence and attend apprenticeship training, reviews and end-point assessment preparation
• Support emergency or reactive works, such as storm damage clearance, where trained and supervised

	Essential (E) or Desirable (D)	Method of assessment
Knowledge and Qualifications		
Full UK Manual Driving Licence	E	Application form / driving assessment
Willingness and ability to travel to depot, work sites and training provider as required	E	Application form / interview
Interest in horticulture, plants, grounds maintenance or outdoor practical work	E	Application form / interview
Willingness to complete the Level 2 Horticulture or Landscape Construction Operative apprenticeship - Horticulture operative option	E	Application form / interview
Existing horticultural, machinery, first aid or pesticide-related training	D	Application form
Experience		
Experience, volunteering or strong interest in outdoor practical / physical work	D	Application form / interview
Experience using basic hand tools, mowers, strimmers or hedge cutters	D	Application form / interview
Experience working as part of a team or following instructions to complete tasks	D	Interview
Awareness of working safely in public environments and willingness to follow safe working practices	E	Interview
Experience in grounds maintenance, horticulture, gardening or sports turf	D	Interview

Skills and Abilities		
Ability to follow instructions, ask questions and make sensible on-site decisions to maintain safety and service quality	E	Interview
Ability to communicate clearly and professionally with members of the public, colleagues and training providers	E	Interview
Ability to remain reliable and consistent when undertaking repetitive outdoor work in varying weather conditions	E	Interview
Ability to work cooperatively within a team and support colleagues to complete tasks	E	Interview
Ability to respond calmly and appropriately to unexpected situations or interruptions	E	Interview
Decision Making and Impact on Others	The postholder will follow set work programmes, safe working procedures and apprenticeship training requirements, organising daily tasks with guidance from supervisors. The role requires routine on-site judgement when carrying out horticultural tasks and using tools or machinery, including stopping work and seeking advice where hazards are present. Issues outside normal maintenance, or any matter beyond the apprentice's level of training or authorisation, must be reported to a supervisor. The role has no financial or supervisory responsibility but contributes directly to public safety and the presentation of council land.	

Communication with Internal and External Customers	The postholder will have regular day-to-day contact with members of the public while working on site, providing basic information about routine works and responding politely to enquiries. The role involves regular communication with supervisors, colleagues and the apprenticeship training provider to receive instructions, report defects, hazards and incidents, coordinate daily activities and evidence learning progress. Internal customer contact 80% External customer contact 20%
Personal Attributes and Other Requirements (E) Essential (D) Desirable	The postholder must be willing to work outdoors in all weather conditions and demonstrate reliability through good attendance and timekeeping. A positive and professional attitude is required when representing the Council in public areas. E The role requires flexibility to support seasonal service demands, a consistent commitment to safe working practices and willingness to learn. The postholder must engage fully with the apprenticeship programme, including workplace evidence, training days, reviews and end-point assessment preparation. E
HDC values	The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team. **Inspiring:** We have genuine pride and passion for public service; doing the best we can for customers. **Collaborative:** We achieve much more by working together, and this allows us to provide the best service for customers. **Accountable:** We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. **Respectful:** We respect people's differences and are considerate to their needs.

	Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.