# Person Specification: **Horticulture - Apprentice (Parks, Play, Sports & Recreation Grounds, Cemeteries and Amenity Green Spaces)** Date complied: July 2020

| *REQUIREMENTS* | *ESSENTIAL CRITERIA*Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R), (C)  | *DESIRABLE CRITERIA*Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R), (C) |
| --- | --- | --- |
| **Specific qualifications (or equivalents)** | * 4 GCSEs (or equivalent) at grade 4 or above including English and Maths
 | * NPTC Certificate of Competence in the use of brushcutter/ strimmer (F) (C)
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| **Work or other relevant experience** | * Good attendance record at previous work, college or school (I) (R).
* Commitment to train further in level 3 [Horticulture](Institute%20for%20Apprenticeships%20and%20Technical%20Education%20_%20Horticulture%20and%20landscape%20operative%20Level%202.pdf) (F) (I)
 | * Interest in horticulture, green space care and maintenance works (planting, grass care, parks, and open green spaces) and wildlife and nature conservation (I).
* Previous experience of working with horticulture or grounds maintenance team.
* Previous experience of providing support to events for the public (F) (I).
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| **Skills, abilities, knowledge and competencies****Skills, abilities, knowledge and competencies (continued)** | * Good time keeping - prompt arrival each day (I) (R).
* Willing and physically able to carry out strenuous outdoor work (I).
* Ability to listen, comprehend and obey work instructions; and carry them out safely and to a high standard as required (I) (R).
* Ability to understand and use maps to find work sites (I).
* Basic written and numeric skills with the ability to make hand written notes and keep simple records (F).
* Ability to keep work areas tidy, clean and safe; and awareness of Health & Safety requirements (I).
* Ability to work successfully in a team (I) (R).
* Tidy and clean personal appearance (I).
* Polite and courteous (I) (R).
 | * Ability to speak clearly and politely when talking to the public in face to face situations and on the telephone (I).
* Basic ability to use computer for word processing and checking/ sending emails (F) (I).
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| **General competencies** |  | * Full driving licence (F)
* Willingness to learn to drive (when eligible) (I)
* First Aid qualification (F)
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**Note:** All appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Consultant (having made reasonable adjustments in line with the Disability Discrimination Act (1995)) where necessary.

**Essential / Desirable criteria will be verified by: F = Application Form I = Interview T = Test(s) R = References(s) or,**

**C = NPTC qualifications certificates or photo card**