# 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) |
| **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). |
| **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). |
| **General competencies** |  | * Full driving licence (F) * Willingness to learn to drive (when eligible) (I) * First Aid qualification (F) |

**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**