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# JOB DESCRIPTION

**JOB TITLE: Gardener Apprentice – based at Truro Prep School**

**GRADE: £5.00 ph**

**REPORTING TO: Groundsman – Truro Prep School & Head of Grounds**

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**ROLE OVERVIEW**

Working within a team led by the Groundsman the main purpose of this post is to assist with the efficient grounds maintenance and development service for school premises in accordance with work specifications. The Gardener Apprentice will be based at the Prep School site but may work at the Senior School on occasions.

Training, supervision and guidance will be provided.

**KEY FUNCTIONS**

* Maintaining the appearance of the grassed and planted areas of the school site to a high standard ensuring they are safe and fit for purpose. This will involve grass cutting, top dressing, weed control and fungal spraying
* Landscaping duties
* Maintaining flower beds and other garden features as and when required
* Control of weeds, moss and ivy around the school site
* Ensuring that all lawns and hedges are maintained and tidy
* Improving and maintaining the appearance of the front of the school and other key areas
* Woodland works
* Improving and maintaining Pre-Prep Forrest School area
* Maintaining greenhouses
* Planting seeds and potting on seedlings in preparation for planting out

**PERSON SPECIFICATION**

* Acceptance to study for a Level 2 Horticultural Apprenticeship
* Ability to understand and follow instructions
* Well presented, friendly and well spoken
* Good communication skills, both written and verbal and numeracy skills
* Willing and eager to learn, with a “can do” attitude
* Ability to work flexibly as part of a small team
* Punctual and reliable
* Professional behaviour at all times
* A desire to develop a career in Horticulture
* Sensitive to the Methodist ethos and traditions of an independent School

**ADDITIONAL**

* Truro School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role will involve contact with children or young people.
* This Job Description sets out current duties of the post that may vary from time-to-time without changing the general character of the post or the level of responsibility entailed.

**Date prepared: September 2019**

**Prepared by: Head of Grounds**