Job Title: Apprentice Gardener

Reporting to: Head Gardener

Key Contacts: Assistant Gardener - London
Estates Gardens Manager

Job Level: A

Job Profile: Attention to Detail
Communication
Personal Drive
Task Management
Teamwork
Accountability
Accountability

Purpose of Position

To work as directed by the Head Gardener

Responsibilities

1. To learn and assist in the horticultural activities across the garden departments and to help and support team members in maintaining high standards of work practices.

2. To fully engage with the Apprenticeship training package, record keeping and portfolio management

3. To attend training sessions as directed in order to maintain knowledge of Safe Systems of work.

4. To be responsible for the own Health and Safety, their work colleagues and visitors to the London Gardens
5. To be flexible in their approach to work and learning opportunities.

6. To communicate effectively and to have a professional and positive image to staff and members of the public at all times.

7. To understand and carry out daily tasks in accordance with the Health and Safety Risk Assessment standards.

8. To be fully aware of their responsibilities and act upon matters relating to Health and Safety as they affect the gardening and horticulture section.

9. To be fully conversant with The Bedford Estates Health and Safety Policy relating to the health and safety of staff and visitors.

10. To comply with any reasonable instructions issued by management.

11. To ensure a high standard of personal hygiene and appearance at all times.

I understand and agree to the duties and responsibilities as outlined in the job description.

Managers Signature…………………………….. Date………………………

Employee Signature…………………………….. Date……………………………

Jan 2018
Statement about Apprentice role

The Bedford Estates is offering an opportunity for a new starter in the horticulture industry to join our London team based in Bloomsbury as an Apprentice Gardener. The role will be a fixed term of 18 months and will comprise of four days working on the London Estate and one day of study at a local accredited horticultural college: Capel Manor. At college, candidates will take part in the Horticulture Operative programme that includes various certificates including Emergency First Aid and PA1 Safe Use of Pesticides, plant identification and practical assessment.

The Apprentice Gardener will have the opportunity to take part in work exchanges to other parts of the business to experience varied aspects of horticulture: These could include working at the Humphrey Repton landscape of Woburn Abbey, Woburn Safari Park or the Woburn Golf Club amenity areas. While on these exchanges, the Apprentice Gardener will be able to stay in self-contained private accommodation.

Many aspects of horticulture will be covered in daily working life on the London Estate with a particular emphasis on caring for historic garden squares and the enhancement of the local area through considered garden improvement and sympathetic maintenance of areas such as herbaceous borders, lawns and mature trees.

The Apprentice Gardener will be under the direction and instruction of the Head Gardener and will be periodically assessed by an outside invigilator appointed by Capel Manor College to ensure that on the job learning is supported by theoretical study.