**SEVENOAKS TOWN COUNCIL JOB DESCRIPTION**

**Position:** Open Spaces Gardener Apprentice

**Line Manager:** Open Spaces Supervisor

**Date of Preparation:** July 2023

Main Aims of the Role

1. The main aim of the role is to gain practical experience working in public open spaces and land management at the same time as working towards an academic related qualification (up to one day per week).
2. Work as a member of the Sevenoaks Town Council’s Open Spaces Team.

Open Spaces duties to include:

1. Assist with regular maintenance of all the Town Council’s area of public land responsibility including Vine Gardens, Upper High Street Gardens, War Memorial area, Greatness Park Cemetery, Rheinbach Gardens, Bat & Ball Centre, and planting areas.
2. Assist with grass cutting and replanting of flower beds etc
3. Assist with sports grounds maintenance
4. Assist with equipment maintenance
5. Help at community events
6. Empty litter bins
7. Assist with cleaning of public buildings, sports pavilions etc.
8. Be aware and take notice of all related Health and Safety requirements including Personal Protection Equipment (PPE) and use of equipment.
9. Be courteous and helpful to members of the public and users of the town council’s facilities.
10. To carry out duties as may be required from time to time by the Open Spaces Manager or Town Clerk.
11. This job description sets out duties of the post at the time it was drawn up. Some detail may vary from time to time without changing the general character of the duties from the level of responsibility involved.

Personal Specification

* Ability to work outside throughout the year
* Polite and able to represent the Council to the public
* Interest in horticulture
* Willing to learn
* common sense approach

Outline Terms & Conditions

* The Apprentice salary would be as per national age-related recommendations (see below) Currently £5.28 for under 19 or in the first year of apprenticeship
* 23 days holiday per annum, plus Bank Holidays
* Allowance of up to 1 day per week for college / formal education in related qualification.
* College fees etc paid for.