



JOB DESCRIPTION

TRAINEE GARDENER, INNER TEMPLE

Job Title:	Trainee Gardener
Reports to:	Head Gardener (or in the absence to Senior Gardener)
Purpose of Job:	<ol style="list-style-type: none">1. To assist the Garden Team to maintain and develop the Garden and horticultural features of the Inner Temple to the highest horticultural standards.2. To gain a level 3 RHS horticultural qualification

Responsibilities:

1. To assist in the professional maintenance of the Garden and courtyards, including the ornamental areas, lawns, trees, containers and other horticultural features.
2. To undertake all garden maintenance tasks at a commercial pace, either under direction or without supervision, including (but not exclusively limited to) weeding, planting, watering, mulching, leaf-collecting, and assisting in the application of pesticides, herbicides and fertilisers.
3. To work with and sometimes supervise volunteers whilst undertaking garden maintenance tasks.
4. To undertake professional turf maintenance to the highest standards.
5. To use and maintain tools and machinery following Health & Safety guidelines, including pedestrian mower, compact tractor with attachments and ride-on mower.
6. To clear the leaves and other debris from the gardens and its hard surfaces to ensure that they are in pristine condition in all seasons.
7. To assist in the preparation for special garden events and activities.
8. To undertake occasional weekend watering duties throughout the spring and summer months.
9. To carry out any other duties as directed by the Head Gardener which are commensurate with the salary and status of this position.

Personal Specifications:

	Essential	Desirable
Education	<p>5 GCSEs (or equivalent) including English and Mathematics to a minimum Grade C</p> <p>RHS Level 2 horticultural qualification, with the desire to study to the next level.</p>	<p>3 A-levels (or equivalent)</p> <p>Educated to degree level</p>
Skills and Abilities	<p>Excellent communication skills to forge relationships within the Garden team, other departments and with members of the public</p> <p>Proven team-work experience, ability to work with people of all ages, backgrounds and skills</p> <p>Ability to work promptly and efficiently under directions, as part of a team or without supervision</p> <p>Comfortable using initiative, and with the confidence to act decisively within agreed limits</p> <p>Positive, friendly, self-motivated, confident and resourceful</p> <p>Competent in working with a wide range of horticultural tools & equipment in a safe manner</p> <p>Ability to work with machines and equipment following Health & Safety guidelines</p> <p>Ability to work at a commercial pace</p> <p>Good time-keeping</p>	<p>Proficient in the safe use, maintenance and inspection of a range of horticultural tools and machinery</p> <p>UK/EU driving licence</p>
Experience	<p>Fundamental professional horticultural skills, e.g. use of basic hand tools</p> <p>Minimum of six months practical experience in horticulture, e.g. well-established garden or reputable garden maintenance company</p> <p>Experience working with volunteers</p> <p>Ability to distinguish between different plant species</p>	<p>12 months' professional experience in a horticultural establishment, e.g. well-established garden or reputable garden maintenance company</p> <p>Knowledge of a variety of plants and the requirements for their successful cultivation</p> <p>Experience independently supervising volunteers</p> <p>An understanding of social media</p> <p>Competent with the use of Microsoft Office- namely Word and Outlook.</p>

Physical Requirements	<p>Work is manual and requires dexterity and suppleness, e.g. lifting, picking things up from the floor</p> <p>Some tasks are strenuous and monotonous and therefore require physical strength and stamina, e.g. double digging or mulching</p> <p>Ability to work in all weather conditions</p>	
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Remuneration, Benefits and other details:

- One year contract initially, to be extended for an additional year on successful completion of first year, £18,460 per annum.
- Inn will cover registration, tuition fee and any exam fees for the approved horticultural course
- One day release for college during term-time
- Trainee is required to study and work on course related projects outside the normal working hours. Likewise any projects or plant idents set from the Garden to be worked on outside of work hours.
- Trainee will be asked to keep a digitised weekly diary outside normal working hours of tasks undertaken in the Garden
- 25 days holidays plus the Inn's Christmas break
- Working hours during Greenwich Mean Time 8am to 4pm and during British Summer Time 8am to 5pm
- May be required to do overtime during the high season as well as being part of the weekend watering rota during summer months (time in lieu)
- Inn's pension scheme (15% contribution of the gross salary), Private health scheme, free lunches, Season ticket loan
- 3 months' probation and 1 month notice period