

Job Details	
Vacancy Title	Apprentice Groundsman
	Dorchester Town Council
Vacancy Short Description	<p>We have a vacancy for an apprentice to work within our busy team. You will work primarily at the Weymouth Avenue Recreation Ground in Dorchester but will also move to other areas of work, such as grounds and open space maintenance to give you a wide and in depth grounding in Groundsmanship and sportsfield maintenance practice. This will be underpinned by learning at Kingston Maurward College</p> <p>If you want to learn theory through college and gain valuable practical experience too which will give you a springboard into a career in groundsmanship or related subjects then this is the apprenticeship for you.</p>
Vacancy Full Description	<p>As an apprentice you will, in the main, work alongside our experienced staff who will teach you how to do the wide range of jobs associated with keeping Cricket squares and outfield and football pitches well maintained and looking at their best. Later in your apprenticeship you will be given individual tasks to carry out that you have been taught and you will work as an important member of the team maintaining the sports fields.</p> <p>Your duties will include the following :-</p> <p>To assist in the specialist maintenance of sports pitches, cricket squares and other specialist turf provided by the Council.</p> <p>To assist in the opening, closing, cleaning and setting up of the Weymouth Ave Pavilion.</p> <p>To take part in any in-house training as deemed necessary.</p> <p>Carryout grass cutting, weeding and litter collection path sweeping and grass edging operations.</p> <p>To keep and maintain in good and clean condition all plant, tools and equipment belonging to the Council, together with all fixtures and the furniture provided.</p> <p>To assist Council staff as required on non-Groundsman duties, within the Weymouth Avenue Recreation Ground or at other areas within the town.</p> <p>To be trained on machinery used in the Gardens and on our other sites within Dorchester</p> <p>To keep and maintain in good condition all plant tools and equipment used by the team.</p> <p>Dealing with the teams/players and/or public who may have</p>

	<p>questions or need help. You will be a point of contact for the public within the sports areas and as such a representative of the Town Council. You will be required to be helpful, polite and respectful towards anyone as part of your work.</p> <p>Provide assistance at major events within the sportsgrounds , these will occasionally be on a Saturday or a Sunday for which time off will be added to leave entitlement.</p> <p>Provide assistance to other work areas and special projects as they arise during your time employed by Dorchester Town Council, these could include, hanging basket maintenance, play equipment painting and maintenance, hard landscaping works.</p> <p>To attend an appropriate training courses to obtain certificates of competence and develop sports turf and associated skills.</p> <p>Attend Kingston Maurward college for formal training/learning.</p> <p>Carryout any other associated duties as required by the outdoor service manager.</p>
Weekly Wage £	<p>£3.40 per Hour for under age 19 or first year in apprenticeship  £5.55 for 19-20 year olds  £6.95 for 21 and over  37 hour working week Monday to Friday.</p>
Working Week	<p>The working week is usually Monday to Friday</p> <p>Hours of work are:-</p> <p>Mon to thurs 07:30 to 12:30 -13:30 to 16:00  Fri                07:30 to 12:30 – 13:30 to 15:30</p> <p>Occasional weekend or evening working will be required for which time off in lieu is given.</p>
Future Prospects	<p>Upon completion of the apprenticeship the post holder will not have an automatic progression into our full time permanent workforce, however, successful completion will give the post holder a good level of Groundsmanship/sports turf knowledge and experience that should position them very well to progress into full time employment within the horticultural industry.</p>

Employer Description	<p>Dorchester Town Council is a third tier council which has various responsibilities within the town of Dorchester.</p> <p>We employ approx. 25 FTE staff in various roles including, supervisory and management, community development, administration, outdoor services, groundsman, Horticulture and caretaking.</p> <p>We operate facilities such as the Corn Exchange and Town Hall , Borough Gardens , Weymouth Avenue sports ground, Sandringham Sports ground and various open spaces such as Salisbury fields.</p> <p>The council is funded by the council tax paid by residents of Dorchester which enables these services to be provided for the public to use and to support the ongoing development of Dorchester as a whole.</p>
Location Type	<p>The normal place of reporting and working will be Weymouth Avenue Sports Ground. You may work occasionally from The Louds Mill Depot St Georges Road Dorchester and The Borough Gardens but this will not be routine.</p> <p>Travel to and from any sites once work has started will be facilitated by the council. The working day will finish at either Weymouth Avenue or when reporting there Louds mill Depot.</p>
Number of Vacancies	1
Job Role	<p>Your role is one of learning, support and development. Early in your apprenticeship we will give you training (both practical and theoretical) and guidance as to how to carry out various Sports grounds maintenance and wider associated horticultural tasks and operations, these will be in the company of a full time member of staff. You will learn how to carry out those tasks why they are done and safe systems of work associated with them. You will eventually be expected to carry out those tasks unsupported when we judge you are competent. At this point your role becomes one of support and assistance to the grounds staff/gardeners, you will be an important part of the team and expectation will be placed on you in terms of , reliability , behaviour, output and quality.</p> <p>In parallel to this you will receive training and education via Kingston Maurward to underpin the work you do with the council and in some cases advance further. We will expect you to attend college as you would another working day and apply the same behaviours as if you were at work. We will expect you to bring your learning and knowledge back to the work place and be able to demonstrate you can implement them in practical ways.</p> <p>As your apprenticeship progresses you will further develop and enhance your skills to such a level that you are competent to be given, or work out tasks that need doing, to meet the needs of the various features or areas within the Sportsground and</p>

	<p>are then able to carry them out to a high standard.</p> <p>At the completion of your apprenticeship you should have the skills and knowledge to commence a career as a Groundsman, general horticulturalist or assistant landscaper.</p>
Vacancy Type	Intermediate level Apprenticeship
Training to be Provided	<p>On-site training will be provided by our staff to cover safe working methods and horticultural practices which will include a wide range of tasks and operations. You will be trained to undertake all the duties you will be expected to carry out. In addition to on-site, "hands on" training you will receive theoretical training.</p> <p>Mainstream Theoretical knowledge/learning will be provided via day release to Kingston Maurward college, Dorchester, Dorset.</p> <p>Applicants will be expected to attend and complete this training as part of their apprenticeship leading to a level 2 Diploma in work based Horticulture.</p> <p>Your training will also facilitate the completion of at least 2 certificates of competence in Horticultural related subject's e.g safe use of mowers</p>
Expected Apprenticeship Duration	12 Months with potential 6 months extension.
Skills Required	<p>Essential skills</p> <p>Candidates are expected have a good level of dexterity and hand eye co-ordination.</p> <p>Reasonable communication skills</p> <p>Desirable Skills</p> <p>Any skills/ working experience in a Sports grounds, Horticulture, forestry or arboricultural related tasks.</p> <p>Driving</p> <p>Mower operation</p> <p>Life skills acquired through current or previous employment.</p>
Personal Qualities	<p>We are looking for applicants who are enthusiastic about developing a career in Groundsmanship or horticulture related occupations. Applicants should be keen to learn from both work colleagues and lecturers and understand that they have an opportunity to gain valuable knowledge and experience which is limited only by their own willingness to engage, ask questions and learn.</p> <p>A good sense of responsibility along with flexibility of approach, good time keeping, honesty and punctuality are required. The successful applicant will meet many members of the public and</p>

	work colleagues as part of their normal working day, you should be interested in people and understand the importance of providing a service for them to enjoy.
Qualifications	<p><u>Essential Qualifications</u></p> <p>A reasonable standard of maths and English.</p> <p><u>Desirable qualifications</u></p> <p>Min level 1 Formal training or qualification in a Sport grounds, Horticulture, forestry or arboricultural related subject.</p> <p>Currently employed within Sportsgrounds, Horticulture, forestry or arboricultural related subject.</p>
Reality Check	<p>This post is an outdoors based role. You will be required to work outside in all-weather types, appropriate protective clothing will be supplied and it is expected it will be used/ worn. There are relatively early morning starts and you must make arrangements to get to site on time to start work promptly. There are hazards associated with this type of work for which you will be trained to be aware. Working procedures reduce these hazards and you will be expected to follow those procedures and any instructions given to you by full time staff. We will expect you to carryout physically demanding tasks as part of your normal working routine.</p> <p>Some tasks are repetitive and you will need to develop skills to overcome the occasional repetitive task and avoid becoming bored.</p> <p>As you commence your apprenticeship you will be working under direct supervision and direction, the scope for working independently at this time will be limited.</p> <p>You will be working with soils, composts and other materials whilst gloves and protective clothing are provided you will be routinely getting dirty, muddy or wet.</p> <p>Events within the sporting calendar require the team to pull together to deliver a successful experience for both providers and users, you will have to work occasional evenings or weekend days to cover such events, these are limited in number.</p>
2 x Questions	<ol style="list-style-type: none"> <li>1. What is your previous work experience? (you can include example of volunteering )</li> <li>2. What is your biggest personal achievement?</li> </ol>

Closing Date	10 <sup>th</sup> March
Interview Start Date	22 <sup>nd</sup> March
Possible Start Date	10 <sup>th</sup> April



# DORCHESTER TOWN COUNCIL

## JOB APPLICATION FORM

**Please complete in black ink and return to the address on the back page either by e-mail or post**

**Please do not use staples for additional information sheets of paper**

**All the sections of this form should be completed**

### VACANCY DETAILS

**Closing Date: 10/3/17**

Where did you see the advertisement?

### PERSONAL DETAILS

**Surname:**

**First Names:**

**Home Address:**

**Telephone Numbers/E-mail addresses:**

Private:

Work:

Mobile:

E-mail:

**Postcode:**

Can we contact you at work? **YES / NO**

NI Number:

Preferred Title:

Valid Driving Licence: **YES / NO / PROV**

Penalty Points: **YES / NO** No. ....

Car Owner: **YES / NO**

Are you related to (or are you the spouse/partner of) any employee of Dorchester Town Council? **YES / NO**

If yes please give details:

**Canvassing will disqualify your application or make you liable to dismissal if appointed.**

### EDUCATION AND TRAINING

From	To	Schools, Colleges, University, etc attended (latest first)	Qualifications attained (with grades)

### MEMBERSHIP OF PROFESSIONAL INSTITUTIONS

Organisation	Membership Status	Date Awarded
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### EMPLOYMENT HISTORY (most recent jobs first)

Please indicate all previous positions held (including any with this Council) **starting with the most recent.**

<b>Present Position:</b>		<b>Present Employer:</b>
		<b>Location:</b>
<b>Date Started:</b>	<b>Current Salary:</b> <b>Benefits:</b>	<b>Reason for wishing to leave:</b>

From	To	Previous Positions	Employer and Location	Reason for Leaving

### NOTICE

Please state the period of notice you are required to give to your present employer:

### INFORMATION IN SUPPORT OF YOUR APPLICATION

**This should include the following:**

1. Your reasons for applying for the job
2. How your skills, experience and personal qualities relate to the job requirements (please see the person specification on the job description). You are welcome to also include examples of voluntary or unpaid work which you feel support this.
3. You should also answer the following question:-

- [illegible]

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## REFERENCES

Please provide two referees with knowledge of your work / character. One must be your current or most recent employer. If you have worked for your current employer for less than 6 months please attach another referee's name who must be a previous employer. If one of your referees is a personal one the referee should not be related to you in any way. References will be taken up in confidence.

### a) Employer

Name .....

Job Title .....

Address .....

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Phone ..... E-mail .....

Can we contact this referee prior to interview? YES / NO

### b) Other referee

Name ..... Relationship to you .....

Job Title .....

Address .....

.....

Phone ..... E-mail .....

Can we contact this referee prior to interview? YES / NO

## SPARE TIME ACTIVITIES

ADDITIONAL INFORMATION

MEDICAL INFORMATION

Please give details of any convictions other than those which are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. Failure to disclose such convictions could result in dismissal. Any information given will be treated in the strictest confidence.

Please state how many days sickness absence you have taken in the last 2 years, giving reasons. This also applies to periods of unemployment when you would have been unfit for work.

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I understand that the Council reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I understand that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act 1998 and I give my consent to this. Data may therefore be passed to other members or officers of the Council who require my information for legitimate business purposes.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Council any offer of employment may be withdrawn or my employment terminated.

**Signed** .....

**Date** .....

**Completed applications should be sent to:**

Dorchester Town Council, 19 North Square, Dorchester, Dorset. DT1 1JF

**or: E-mail:** [admin@dorchester-tc.gov.uk](mailto:admin@dorchester-tc.gov.uk)