



Lyme Regis Town Council

Person Specification

Job Title	Head Gardener	Grade	SCP 19-22 (£19,945 - £21,589)
Section	External works	Hours	<p>47 hours per week: April, May, June and September (Mon-Thu 7am-5pm, Fri 7am-4.30pm)</p> <p>37 hours per week: July, August, October, November Mon-Thu 8am-4pm, Fri 8am-3.30pm</p> <p>27 hours per week: December, January, February, March Mon and Tue 8am-3.30pm, Wed and Thu 8am-3pm</p>
Reporting To	Operations Manager	Holiday	23 days rising to 27 days after five years' service, plus two statutory days.

Assessment Criteria	Essential	Desirable
Educational qualifications	Basic computer literacy in Microsoft Office and Outlook email and use of the Internet for ordering	<p>GCSE level qualifications in English and Mathematics</p> <p>Experience of using Microsoft Office, Outlook email and the internet</p>
Work-related experience and associated vocational training	<p>Strong horticultural knowledge and experience</p> <p>Use of a variety of gardening machinery</p> <p>Knowledge of health and safety and compliance requirements relevant to horticulture</p>	<p>A relevant horticultural qualification, e.g. NVQ level 3 or above, tree surgery, garden machinery tool training</p> <p>Pesticide application certificate PA1 and PA6a+w</p> <p>Other relevant qualifications, e.g. use of a chainsaw, working at height, COSHH, tower scaffold training, cherry picker training, manual handling</p>

		<p>Gardens design or landscaping experience or qualifications</p> <p>Maintenance and/or construction experience or qualifications</p> <p>First aid certificate</p>
Job-related skills	<p>Physical and manual dexterity</p> <p>Driving licence for medium-sized vehicles with trailers</p>	Experiencing of driving a tractor
Personal skills	<p>Enthusiastic</p> <p>Ability to make decisions</p> <p>Ability to lead and manage a small team</p> <p>Ability to work on own initiative</p> <p>Ability to work well as part of a team</p> <p>Ability to manage projects</p> <p>Good communication</p>	
Special working conditions	<p>Work is predominantly outside in all conditions</p> <p>Some lone-working</p> <p>Some evening, weekend and bank holiday working</p>	