

Horticulture Resources Co-ordinator

Team: Brinsbury Horticulture

Responsible to: Head of Learning

Location: Brinsbury

Job Purpose

- To manage the horticultural teaching and glasshouse resources on a day to day basis under the supervision of the Head of Learning, and in consultation with the teaching staff.
- To instruct and supervise students to ensure success in theory and practical sessions and assist with student assessments.
- To provide technical support to staff and students, including safe use of equipment.

Key Responsibilities

- To implement and maintain Health and Safety standards within the area, ensure Health and Safety guidelines are adhered to and undertake risk assessments.
- To supervise and train Technicians, Apprentices and Student Workers working within the area.
- To order and keep records of all supplies and purchases within the Horticultural area.
- To support the teaching staff in the delivery of lessons or practical duties.
- To co-ordinate the activities relating to the commercial and day to day operations of the glasshouses.
- To organise daily activities within the learning environment, including the preparation and maintenance of resources, services and housekeeping.
- To undertake physical tasks associated to the maintenance and development of the Horticulture area.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
 - Human Resources policies and procedures;
 - Equality, diversity and inclusion policies and procedures;
 - The Group's health and safety policies and procedures;
 - Safeguarding and Prevent;
 - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work will be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
Experience		
Relevant sector experience	Essential	Application Form/ Interview
Administrative / record keeping	Essential	
Machinery operations	Essential	
Supervising groups	Essential	
Working within Further Education	Essential	
Knowledge		
Working knowledge of the Horticultural/Land based industry	Essential	Application Form/ Interview/ Presentation
Health and Safety legislation within the Horticultural industry	Essential	
Record keeping procedures	Essential	
Plant identification	Essential	
Glasshouse operations	Desirable	
Qualifications		
Level 2 qualification in Horticulture or equivalent	Essential	Application Form / Certificates
L3 Award in Education and Training/PTTLS	Essential	
Assessor Award	Desirable	
A relevant teaching qualification (e.g. Certificate in Education, PGCE, Level 5 Diploma in Teaching)	Desirable	
RHS qualification	Desirable	
Related specialist training	Desirable	
Skills and Abilities		
Horticultural practices	Essential	Application Form/ Interview/ Presentation
Proven organisational and administrative skills	Essential	
IT/ Keyboard skills and a working knowledge of Microsoft office	Essential	
Attributes		
Ability to work as a member of a team	Essential	Application Form/ Interview/ Presentation
Ability to communicate to a diverse range of people at all levels written and verbal	Essential	
Ability to work flexibly	Essential	
Ability to organise own time and resources	Essential	

Other Requirements		
Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks & Clearances

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: 29.6

Working weeks per year: 52

Salary range: Pro rata of £26,695 - £27,242 per annum (i.e. £21,356 - £21,793.60)

Salary Progression: Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

Holiday entitlement: The annual leave year runs from 1 January to 31 December. 148 hours per annum (pro rata of 25 days), rising to 165.8 hours per annum (pro rata of 28 days) with each complete year of service as of 31 December, plus 47.4 hours per annum (8 days pro rata) for bank holidays. In addition, the Group closure days between Christmas and New Year are not deducted from your leave entitlement.

Holiday restrictions: Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

Pension scheme: Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.