

# Job Description



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

<b>Directorate</b>	Community Services
<b>Service area</b>	Grounds Maintenance

<b>Post details</b>	
<b>Job title</b>	Grounds Maintenance Apprentice
<b>Post Number</b>	-
<b>Vacancy Reference</b>	COM956
<b>Scale</b>	* Apprentices are entitled to the apprentice rate (£8 per hour) regardless of age during the first year of the apprenticeship. After the first year the rates are: Aged 21 and above (£12.71 per hour). Aged 18-20 (£10.85 per hour). Aged under 18 (£8 per hour).
<b>Contract</b>	2 Year Apprenticeship
<b>Location of work</b>	Salthill Depot
<b>Directly responsible to</b>	Head Gardener
<b>Directly responsible for</b>	-
<b>Hours</b>	37 hours per week
<b>JE Reference</b>	GLPC
<b>Primary purpose and scope of the job</b>	
To carry out general maintenance of parks, playing fields and other open spaces throughout the Ribble Valley in order to maintain high quality facilities and a pleasant environment.	

- To undertake activities for example grass cutting, hedge trimming, clearing leaves and litter, erection and dismantling of sports and other equipment, planting, arboricultural works, pruning, seeding, the upkeep of artificial or synthetic pitches and, when appropriate, weed spraying. This also includes the use of all the usual range of tools and equipment and the use of all powered hand tools and light plant necessary to undertake these activities.
- Emptying of litter and dog waste bins and disposal of items collected as instructed.
- Preparation and planting of winter and summer bedding schemes.
- Undertake all grounds maintenance tasks involved with work on external contracts.
- To assist with work in the Cemetery as and when necessary to ensure that service is delivered in an appropriate and sensitive manner.
- To help to ensure, so far as the team and yourself are concerned, that all tasks are completed within the time allowed and to the quality and specified standard required of the Grounds Maintenance Section.
- To ensure that plant, machinery and equipment used is properly cared for and operated correctly. In particular to ensure that you fuel, grease, oil, clean, the equipment, inflate tyres and top up water levels as necessary.
- To ensure that all faults and defects relating to the condition of plant, equipment, tools, buildings, sites, etc are reported to a responsible person as soon as practicably possible.
- To provide accurate details of hours worked and duties completed by yourself for verification by the Head Gardener on a regular basis and for ensuring that your own personal records are submitted in accordance with the Council's routine procedures.
- To maintain a high standard of personal appearance and to ensure that you use the personal protective clothing and equipment provided at all times whilst at work.
- To participate in any training considered necessary to carry out any tasks associated with your employment.
- To ensure that all accidents, incidents and vandalism details are reported to the Head Gardener as soon as practicably possible.
- To ensure that all reasonable steps are taken by you to protect the health, safety and welfare of yourself, site users, visitors and fellow employees.
- To participate in the Risk Assessment process by ensuring that you are fully conversant with, and comply with, all risk assessments associated with your duties and responsibilities.
- To abide by and act in accordance with the Council's Safety Policy and all other relevant Codes of Practice/Staff Handbook.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.

- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

**Review Arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

<b>Prepared / Revised By</b>	Mark Beveridge
<b>Role</b>	Head of Cultural and Leisure Services
<b>Date Revised</b>	July 2026

# Person Specification



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## Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

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## Criteria

<b>Experience</b>		
General gardening experience	A/I	D
Experience of operating ride-on and pedestrian mowers	A/I	D

<b>Skills and Abilities</b>		
Awareness of health and safety regulations	A/I	E
Different types of plants, shrubs, trees, etc	A/I	D

<b>Education, Qualifications and Knowledge</b>		
Good standard of numeracy and literacy	C	E
Full UK driving licence	C	D
Qualified and licensed to drive a tractor	C	D

Qualified and licensed to drive a vehicle up to 7.5 tonnes	C	D
Qualified and licensed for towing trailers	C	D

<b>Other requirements</b>		
Committed to quality	A/I	E
Team working	A/I	E
Reliable	A/I	E
Good communicator	A/I	E
Ability to work on own initiative	A/I	E

<b>Methods of Assessment Key</b>		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

<b>Review Arrangements</b>
<p>The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.</p>

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<b>Role</b>	Head of Cultural and Leisure Services
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