



Senior Horticulture Technician – Plumpton & Stanmer	
Reporting to:	Assistant Curriculum Manager – Horticulture
Working Hours:	37.5 hours
Salary:	Point 17 - 22 (£22,533 - £26,342)
Job Code	PC S4
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

The Senior Horticulture Technician is responsible for supporting academic staff with the day to day running of departmental logistics. The role reports to the Assistant Curriculum Manager for Horticulture.

Duties and responsibilities of the job

1. Main Duties

a. Oversee purchasing and ordering for the Horticulture Department across two budget codes (Horticulture & Stanmer)
b. Support academic staff to ensure all resources required for Teaching & Learning, site facilities, and Health and Safety are in place
c. Management of all external supplier liaison/relations in a positive and professional manner, to ensure value for money with procurement
d. Management, administration and responsibility for the College purchasing credit card according to the College Finance Policy
e. Management of all Stanmer/horticultural site deliveries: including logging receipt, checking, querying and getting reparation for missing/damaged goods
f. Effective communication with teaching staff to ensure that teaching & learning tasks at Plumpton and Stanmer can be implemented
g. Co-ordination and regular updating and maintenance of Horticulture Department Health and Safety procedures, administration, records, resources in accordance with College H&S Policy
h. Maintain student practical areas, such as Glasshouses, student plots, poly tunnels and potting sheds to an excellent standard and assist with the establishment and maintenance of plants used for learning purposes

i. Support practical teaching activities, ensuring an excellent student experience including providing subject expertise to teaching staff that enhances the horticultural curriculum across all Plumpton Horticultural provision
j. Develop, maintain and supervise, with the support of other technician staff, a programme of general housekeeping in and around the teaching spaces at Plumpton and Stanmer
k. Provide supervision for horticultural technicians, volunteers and non-teaching staff that form part of the wider horticultural curriculum team

2. Quality Improvement

a. Attend team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements
b. Ensure and maintain standards and quality by engaging with and using the college quality systems
c. Contribute to the evaluation of departmental procedures to enhance the student experience and support Continuous Professional Development (CPD)
d. Contribute to the programme development by providing subject specialist information

3. Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice
b. To participate in an annual appraisal of performance as laid down in the agreed guidelines and undertake staff development appropriate to the needs of the College and Department and that identified by the appraisal process
c. Complete all mandatory training as required in line with college expectations

4. Other responsibilities and duties

a. Participate in staff and student recruitment campaigns, Open Days and promotional/information events
b. Work and act as an ambassador with employers and other stakeholders as required to develop and maintain high quality curriculum
c. Contribute to, and support delivery of the college strategic plan
d. Comply with the departmental operating plan and contribute to action plans as needed
e. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics
f. Analyse and selectively implement the calendar of key equality and diversity events across the programme

g. Ensure all safeguarding policies and procedures are followed
h. Any other duties connected with the post as are reasonably required from time to time

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
a. A good ability to work with staff and students to ensure excellent student outcomes
b. Minimum Level 2 in literacy and numeracy
c. A strong understanding of maintaining horticultural protected structures
d. A strong understanding of maintaining outdoor growing spaces
e. A strong understanding of horticultural machinery maintenance
f. A good level of digital literacy, that includes Microsoft word and Excel
g. Excellent written and verbal communication skills
h. An ability to work collaboratively with multiple staff, departments and suppliers
i. Able to work autonomously
j. Integrity and friendly approach

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08:30hrs to 17:00hrs Monday to Friday. This is an all year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.