



Coventry City Council

Job Description

Job Title:	Bereavement Services Assistant Gardener	Job Number:	A5523
Service:	Bereavement Services	Post Number:	001541
Location:	Canley Cemetery & Crematorium	Grade:	3

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

Under the general direction of the Asst. Bereavement Services Manager and having due regard for the feelings and needs of the Bereaved to assist in maintenance of the Gardens of Remembrance, arboreal and horticultural features across all the Authorities Cemeteries.

To undertake instruction from the Bereavement Services Gardener with regard to the maintenance and erection of post cremation memorials and assist in the soft and hard landscaping of new designs and future development of all the Gardens of Remembrance. To excavate and backfill plots for burial of ashes at Canley Cemetery.

Main Duties and Responsibilities:

1. To maintain a high standard of maintenance of the existing gardens, arboreal and horticultural features.
2. To assist when carrying out soft and hard landscaping for future development of the Gardens across the City.
3. To contribute as a team member when maintaining the Gardens of Remembrance across all the cemetery sites.
4. To assist and give advice to visitors to the gardens about memorial schemes available.
5. To follow work programmes/instructions to erect, locate, clean or other works associated with outside Memorial Schemes and Book of Remembrance room.
6. Lay out individual gardens and erect memorials using construction techniques ensuring Health and Safety safe systems of work are adhered to.
7. To drive various vehicles and trailers to other cemetery sites to transport a range of equipment to maintain the various Remembrance Gardens and Memorial Schemes.
8. To carry out all the duties using specialist gardening equipment.

9. To maintain the pond ensuring the ph conditions are conducive to healthy carp and plant life.
 - 10.To carry out herbicide, fungicide and pesticide spraying ensuring Health and Safety procedures and COSH regulations are strictly adhered.
 - 11.To assist in the arboreal maintenance by planting, pruning, barrelling, staking, and spraying trees within all the Remembrance gardens.
 - 12.Assist with the preparation of beds and plant seasonal bedding, also maintaining hanging basket and planters all year round.
 - 13.To assist in carrying out a flexible programme of works to accommodate changing demands whilst achieving targets set and meeting deadlines.
 - 14.To assist in the safe use and maintenance of all tools and equipment used in the upkeep of the gardens and including those used for memorial schemes.
 - 15.To assist in the preparation of the gardens ready for each Memorial Service held within the Authorities Cemeteries, erecting and dismantling appropriate equipment.
 - 16.To have a flexible approach to working in the Gardens.
 - 17.To assist to continually train and help mentor the Bereavement Service Horticultural Apprentice.
 - 18.To excavate and backfill plots for the burial of ashes within the cemetery environment.
 19. Provide support re the provision of full interments as and when necessary.
 - 20.Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected

- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: None

Responsible to: Asst. Bereavement Services Manager

Date Reviewed: 28th January 2022

Updated: 28th January 2022



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Person Specification

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Area	Description
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Knowledge:	• Horticultural practices – NVQ 1, 2 & 3
	• Health and Safety Procedure
	• Cosh Regulations
	• Principles of Customer Care
	• Arboreal practices, planting, pruning, barrelling and spraying.
	• Hard and soft landscaping
	• Construction techniques

Skills and Abilities:	• Literacy and numerical skills to use and measure chemicals and read maps
	• Verbal communication
	• To have a flexible approach to work
	• To be able to meet targets and deadlines
	• To undertake strenuous physical tasks and work outdoors in all weathers
	• Lift and manoeuvre heavy equipment
	• Operate complex technical equipment

Experience:	• Of gardening/horticultural practices, mowing, scarifying, edging, pruning, spraying etc
	• Arboreal practices, planting, pruning, barrelling and spraying
	• Hard and soft landscaping
	• Construction techniques to erect and dismantle equipment/memorials

Educational:	• NVQ 1, 2 and 3 in Horticulture, City and Guilds
	• Spraying course PA 1 and PA 6
	• All training relevant to the post

Special Requirements:	Current driving licence
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Date Reviewed: 20th March 2021

Updated: 20th March 2021