



Bordon Hill Nurseries Ltd
Bordon Hill Nurseries
Stratford-upon-Avon
Warwickshire. CV37 9RY
Tel: 01789 292792
Fax: 01789 298894

November 2008

Team Leader Vacancy – Welford (Fixed-term contract until September 2009)

Thank you for your enquiry regarding the Team Leader vacancy.
Enclosed is an application pack containing:

1. Application Form
2. Person Specification
3. Job Description
4. An Equal Opportunities Monitoring Form

Please complete and return the Application Form and Equal Opportunities Form to the above address by Thursday 4th December 2008.

Yours faithfully

Mrs Michelle Dale
HR Officer

Enc.



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Job Application Form

PLEASE COMPLETE IN BLOCK CAPITALS

Title of Job you are applying for	
Where did you see this Job advertised?	

Personal Details

Surname	
First Names	
Title (Please circle)	Mr/Mrs/Ms/Miss/Other (Please state):
Home address	
Postcode	
Home Telephone Number	
Daytime Contact Number	
Mobile Number	

Are you a UK or EU Citizen?	Yes/No (Please circle as appropriate)
National Insurance Number	
Do you hold a valid UK driving Licence?	Yes/No (Please circle as appropriate)

Have you ever worked for Bordon Hill Nurseries Ltd or Findons before? (If yes please give details under employment history)	Yes/No (Please circle as appropriate)
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If offered the job, when would you be able to take up the position? (period of notice required by your current employer)	
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Education

Secondary Schools		
Dates	Names of Schools attended	Examinations taken and passed

University/College Education		
Dates	Names of college or University and subjects studied	Examinations taken and results

Technical/Professional/ Occupational Training (including apprenticeships, day release courses and company courses)		
Dates	Names of college, company or institute and subjects studied	Qualifications

Employment to date

Please give details of positions held putting the most recent first					
Date From	Date to	Name of Employer	Position	Leaving Salary	Reason for Leaving

Career to Date

Please give concise relevant details highlighting areas which you would consider to be in support of your application

Signed	
Dated	

Other Information

Do you know of any medical reason or other reasons which could effect your ability to undertake the duties and responsibilities of this appointment? (If yes, please give description)	Yes/No (Please circle as appropriate)
Please note that the successful candidate will be required to complete a medical report form and may be required to take a medical examination	

Do you wish to declare a disability?	Yes/No (Please circle as appropriate)
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Do you have any criminal convictions?	Yes/No (Please circle as appropriate) If yes, please provide details
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Referees

Please provide details of 2 referees. (One should be your present or most recent employer, if applicable)	
Referee 1	Referee 2

Declaration

Please return your form to the address shown on the front of this application no later than the date stated in the advertisement.	
I certify that the information given on this application is truthful and correct.	
Signed	
Dated	



Job Description (November 2008)

Job Title: Team Leader

Salary: £7.06 per hour – Fixed-term contract until September 2009.

Department: Production

Site Based: Welford-on-Avon, Stratford-upon-Avon

Responsible to: Nursery Supervisor, Welford

The following information on the position includes but is not limited to the details contained herein.

Overview

The position will cover leading a team in the following areas to ensure the correct quality, quantity and customer requirement standards are achieved :-

- Cutting receipt
- Sticking
- Topping
- Gapping
- Despatch
- Reporting on numbers and the quality of all product types of seed raised and finished production.
- Put product down
- Transplanting

Main Activities, Duties & Responsibilities:

- To set the team daily/weekly targets and monitor, to ensure productivity is maximised and targets are met.
- To control start times, break times and finish times
- To monitor and control the quality of work carried out.
- To ensure the job can be completed using the correct amount of staff.
- To maximise productivity at all times.
- To monitor and correct where possible under performing staff.
- To communicate accurate information to the Supervisor daily.
- Carry out stock checks when requested.
- Be accurate and legible in all documentation produced.
- To meet with supervisor weekly to set the next weeks work plan

- Work in a positive manner around staff at all times.
- To communicate in a civilised manner.
- To promote a positive attitude at all times.
- Be willing to step up and assume more responsibilities in the absence of a supervisor.

Environmental/Health and Safety

Responsible for contributing towards our indirect quality management systems including:

- Environmental - Avoid harming the environment by providing in-house training and support to Team Members;
- Ensure Water Efficiency (i.e. economic usage, repair or get repaired any leaking hosepipes or connections).
- Ensure Energy Efficiency (i.e. economic usage, close doors, switch off unnecessary lights, switch off engines and machines if they are not needed for some time, repair or get repaired any leaking compressed air pipes or connections).
- Ensure Waste Segregation and Disposal (i.e. use any recycling containers e.g. Plastic cup tubes., and segregate waste where provision has been made, reduce waste, responsibly dispose of waste material unsuitable for recycling).
- Ensure Pollution Prevention and Control (i.e. reduce use of pesticides, only dispose of chemical washings on crops, or the Biobed, at Bordon Hill, report anything likely to cause pollution, handle and store substance correctly).
- Health and Safety - Avoid accidents and incidents by provide in-house H&S training and support to Team Members;
- Reiterate the main hazards (i.e. substances, manual handling, transport, slips, trips and fall, knives, machinery, etc...)
- Decide what personal protective equipment (PPE), if any need to be issued.
- Reiterate the need to report any accident, incident or emergency
- Point out the location of fire extinguishers, alarm signals (and what the signal is), evacuation routes, emergency exits and location of assembly points

NB This is not an exhaustive listing

Other Responsibilities:

To accept other duties associated with general nursery work.

To carry out any reasonable tasks when asked to do so.

General information:

Bordon Hill Nurseries Ltd are one of Britain's leading producers of young plants. We operate from three sites in the Warwickshire and Worcestershire area with the main operating site being based in Stratford-upon-Avon. We became part of Ball Horticulture Ltd in August 2007.

Relationships:

The position will have close working relationships with other members of staff in the Production and maintenance areas; and also managers from various different production departments and other sites.

Contact with outside organisations will be required.

Hours of work:

The normal hours of work are 7.00am to 3.30pm Monday to Thursday and 7.00am to 2.30pm on Fridays with 30 minutes for lunch, a total of 39 hours per week. Weekend working is required.

This position may include additional hours to ensure all duties are completed in a timely manner and deadlines met.

Paid annual leave:

32 days holiday per annum including public holidays.

Personal benefits:

Discounted prices on plant orders

Healthsure cashback scheme (after qualifying period)

Group Person Pension contributions (after qualifying period)

Prospects:

There is opportunity for career advancement within the organisation.

Bordon Hill Nurseries Ltd is committed to the training and development of its staff and is IIP accredited.



Equal Opportunities Monitoring

Applicant (name)	
Post Applied For	

FOR OFFICE USE	
Date Received	
Our Ref	

Are You?:

Male (Y/N) Female (Y/N) Age (years) An EU Resident (Y/N)

If Resident - How Many Years (years)

Ethnic Origins

Are You?:
(please tick appropriate box)

Black - African	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other (please specify) <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
Black - Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	
Black - Other	<input type="checkbox"/>	Indian	<input type="checkbox"/>	
White	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	
Mixed Origin	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>	

Disability

Do you consider that you have a Disability? (Y/N)

Please briefly describe your disability.

Describe briefly any aids or workplace adjustments that may be necessary to help carry out your duties at work.

If you have a disability, please describe any arrangements that would help you if you were called for interview

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