

Post:	Estates Grounds Person
Place of Work:	This role is based at the Hadlow Campus, but the nature of the work may require travel to any of the College sites as required.
Hours of Work:	42.5 hours per week (Monday to Friday) / 52 weeks per annum
Salary:	Spot Salary £29,492 (fully qualified) per annum (£25,676 per annum Full Time Equivalent 37 hours per week)
Accountable to:	Head of Curriculum (Horticulture)

Summary:

Working in the Horticulture Team the post holder will be responsible for carrying out maintenance and improvement tasks on the College's gardens and grounds and assisting with the daily operation of the Horticulture Department. The post holder is expected to complete their work in a timely and efficient manner, ensuring that the standard of work reflects the high expectations of a land-based college, ensuring a safe, clean, tidy and visually appealing environment is maintained.

Specific Responsibilities:

- Undertake the maintenance and development of the College grounds including curriculum areas, public rights of way and formal gardens.
- Operating grounds maintenance equipment and machinery such as ride-on mowers, strimmer's, hedge cutters and chainsaws. Training will be provided where required.
- Turf maintenance, to include mowing, edging, weed control, scarification and aeration.
- Maintenance of borders, hedges, paths, climbing plants and water features and ensuring weed control is carried out regularly throughout the year.
- Use of strimmer's to maintain areas where mowing is not suitable.
- Maintaining hedges and larger shrubs, ensuring that they are cut back in winter and neatly trimmed during other seasons.
- To ensure that leaf collection and disposal is done during the Autumn.
- Undertake routine maintenance and care of tools and equipment associated with the duties, ensuring tools are stored and accounted for securely and relevant maintenance and equipment records are up to date.
- To undertake relevant training where required including working at height equipment.
- In liaison with other members of staff, assist with recordkeeping as required to fulfil targets set as part of the College quality assurance systems.
- Ensure Hadlow College grounds remain safe and accessible for all site users.
- Ensure health and safety policies and regulations for the practical and technical facilities, workshops, machinery and other physical resources, are adhered to.
- Ensure accurate maintenance and health and safety records are kept and that all incidents are reported to the Head of Horticulture.
- Be conversant with and implement the College's policies and procedures e.g. equal opportunities.
- To contribute and promote safeguarding at all times, to ensure the safety and security of children, young people and vulnerable adults.
- To comply with the safeguarding policy and procedure in addition to the safeguarding responsibilities within the scope of this role.
- Liaise with all College staff to ensure the effective use of resources to achieve its mission, and to ensure the smooth running of the College.
- Undertake all mandatory College wide training on a cyclical basis as well as any role specific training as required.

- Undertake such other duties as may reasonably be required of you.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a 'can do' attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within Appraisal process.

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL ✓	DESIRABLE ✓	ASSESSED BY (Application, Task, Interview)
(1) Qualifications:			
A Minimum level 2 qualification in Horticulture or solid relevant industry experience.	✓		Application / Interview
PA1 and PA6 spraying certificates or the willingness to achieve within first 6 months of employment.	✓		Application / Interview
(CS30/31) Chainsaw Maintenance, Cross-Cutting, Felling & Processing Trees qualification or willingness to achieve within first 6 months of employment.	✓		Application / Interview
(2) Knowledge to include			
Be conversant with good Health and Safety practice, relevant to the role.	✓		Application / Interview
Good knowledge of plant husbandry.	✓		Application / Interview
An understanding of the importance of safeguarding and how it can be promoted through the work of the Estates team		✓	Application / Interview
(3) Experience to include			
Working in a similar role	✓		Application / Interview
Working on own initiative and working with colleagues and external contractors to achieve a common goal	✓		Application / Interview
Building and maintaining good inter-departmental working relationships.	✓		Application / Interview
(4) Skills and Attributes to include:			
Ability to work as part of a team with a flexible approach	✓		Application / Interview
Able to meet the physical demands of the role	✓		Application / Interview
Ability to communicate effectively with staff, students, industrial and professional contacts	✓		Application / Interview
Excellent customer service skills	✓		Application / Interview

General

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the HR Department.

Sign: _____

Print: _____

Date: _____