

Job Description

Job Title	Assistant Grounds Person
School/Service	Estate Services
Grade	D
Responsible to	Head Grounds Person and Deputy Grounds Person
Responsible for	N/A

Job Purpose:

To assist in the provision of a Grounds Maintenance service to ensure the proper upkeep of the Preston Campus and USA grounds Estate, ensuring a safe environment for all users and visitors. To ensure the service provided is always of a high standard and delivered in a professional and timely manner.

Main Duties and Responsibilities

1. To work under direction on all aspects of Grounds Maintenance work on all sites as required
2. To provide a professional and customer-focused Grounds Maintenance service to enhance student and visitor experience, assisting in the promotional and marketing activities of the University by ensuring a favourable and professional image is portrayed at all times
3. As directed, carry out Grounds Maintenance work, to include:
 - Hedge cutting and pruning of trees/shrubs
 - Grass cutting
 - Pitch marking and erection of sports equipment
 - Use of controlled chemicals, selected herbicides and fertilisers
 - Re-seeding/turfing
 - Regular inspection and cleaning of gullies, drains and water courses
 - Upkeep of artificial/synthetic surfaces
 - Assisting in salt/gritting as per the Salt/Gritting Policy
4. Liaise with appropriate University staff as necessary and to report any issues on the Estate or buildings as appropriate, with a proactive approach
5. To participate in staff development and training sessions as required in order to enhance and update skills, so as to maintain an efficient service with emphasis on customer care
6. As required, to undertake weekend work duties at the University Sports Arena, for up to four hours in the shift and on a rota basis, to ensure provision of year-round cover
7. To undertake use of and carry out routine checks to ensure the proper use of and maintenance of all types of equipment, tools and vehicles associated with Grounds Maintenance
8. To carry out all operations in accordance with HS legislation

9. To wear uniform/PPE as directed and in accordance with HS legislation

10. To undertake any other reasonable duties commensurate with the grade, as requested

Person Specification

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Grade	D

Attributes	Essential	Desirable	Measured By
Work Experience	<p>To have significant recent experience in all aspects of grounds maintenance work</p> <p>To have significant experience in the use of all types of grounds maintenance equipment</p> <p>Knowledge of relevant legislations e.g. Health & Safety etc.</p>	<p>To have experience of working in a large multidisciplinary organisation</p> <p>Knowledge of working with a culturally diverse environment</p> <p>To have experience of the use of grounds maintenance waste management processes/systems</p>	<p>Application form</p> <p>Interview</p>
Education/Qualifications	<p>To have numeracy and literacy skills</p> <p>NVQ Level 1 in an appropriate Grounds Maintenance discipline or experiential learning</p>	<p>Holder of a Fork Lift Truck Licence.</p> <p>Holder of a Pesticide Application Certificate Part 1&6</p> <p>Holder of valid First Aid Certificate</p>	<p>Application form</p>
Skills/Abilities	<p>Driving licence with no more than 3 penalty points and no unspent record of disqualification</p> <p>Significant experience of working as part of a team under direction</p>	<p>To have experience of environmental and conservation issues as applicable for Grounds Maintenance</p> <p>Ability to remain calm in all situations and behave tactfully and diplomatically</p> <p>Computer skills for use of email communication</p>	<p>Application form</p> <p>Interview</p>
Other	<p>To be available to work outside normal working hours across Preston Campus and University Sports Arena,</p>		<p>Application form</p> <p>Interview</p>

	<p>as workloads dictate and at weekends on a rota basis</p> <p>As part of a customer focussed team work proactively to ensure a high standard of Grounds Maintenance is delivered, with a flexible approach to duties undertaken</p> <p>Able to work in all weathers within appropriate risk assessments, with appropriate PPE</p> <p>To wear uniform as provided and be of smart appearance at all times</p> <p>Physically fit and healthy in compliance with Health & Safety Legislation and Regulations, and undergo annual health surveillance³</p> <p>An understanding of and demonstrable commitment to the University's Values as a framework for decisions, actions and behaviours.</p>		
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