East Durham College

Job Description

Post Title: Grounds Operative

Location: Primary Location Houghall Campus

Responsible to: Soft service Manger

Attendance Requirement: 37 hours per week.

Salary: £23.557 (NLW)

Main purpose:

To undertake the maintenance of the Sports Pitches/Horticultural Grounds and surrounds on designated College sites.

**Main duties:**

* Maintenance of Horticultural grounds including beds, borders, hedges.
* To undertake the maintenance of the Sports Pitches
* Control of Weeds, Pests and Diseases.
* Remove any weeds from any hard stand areas as appropriate.
* To undertake the maintenance of the Sports Pitches
* Maintain grounds equipment and machinery, including collection and documenting all records of inspections/maintenance, in accordance with service and maintenance schedules and frequencies.
* Operational maintenance and checks on machinery used.
* Ensuring safe working practices and undertake risk assessments.
* Grit estate access paths and roads when appropriate when snow and ice is expected.
* To safeguard and promote the welfare of children and vulnerable adults.
* Any other reasonable duties commensurate with salary/grade.

**Other Duties relevant to all EDC employees**

* Participate in the College Performance Appraisal Development Programme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the College and Departmental Strategic Plan and Service Standards.
* Undertake any other duties, appropriate to the grade of the post, as required from time to time.
* Comply with College Policies and Procedures and the Staff Code of Conduct.
* To take appropriate responsibility for PREVENT and safeguarding and promotion of the welfare of children and/or vulnerable adults.
* To uphold British Values, the college values and responsibilities regarding equality and diversity.
* To understand and adhere to college Health and Safety polices and guidelines ensuring compliance with statutory legislation and taking a responsibility for your own and other’s health and safety.

| **Person Specification** |  | **Essential** | **Desirable** | **Method of assessment** |
| --- | --- | --- | --- | --- |
| 1. **Qualifications/ Training** | | | |  |
| 1.1 | NVQ Amenity Horticulture Level 2 Sports Turf or equivalent.  Holds PA6 and PA2 Pesticides Application Certificate or Competence. | ✓ |  | * Application form * Certificates   Interview |
|  | NVQ Amenity Horticulture Level 3 Sports Turf or equivalent. |  | ✓ | * Application form |
| 1.2 | GCSE level standard education or equivalent (maths & English) | ✓ |  | * Application form |
| 1.3 | Understanding of Health and Safety relating to grounds work. | ✓ |  | * Application form * Interview |
| 1. **Experience** | | | |  |
| 2.1 | Experience of working in a grounds-keeping role | ✓ |  | * Application form   Interview |
| 2.2 | Knowledge of maintenance and servicing of grounds machinery. | ✓ |  | * Application form   Interview |
| 2.4 | Experience of working in an educational environment. |  | ✓ | * Application form   Interview |
| 1. **Skills and Knowledge:** | | | | |
| 3.1 | Basic Health and Safety relating to grounds | ✓ |  | * Application form   Interview |
| 1. **Attributes / Other Requirements:** | | | |  |
| 4.1 | Reliability / Trust / Professionalism - Ability to carry out the role with professional integrity in line with EDC values and behaviours | ✓ |  | * Interview |
| 4.2 | Communication - Ability to communicate clearly and effectively to all levels, both verbally and in writing. | ✓ |  | * Interview |
| 4.3 | Working individually or as a team - Ability to work independently and as part of a team under minimal supervision. | ✓ |  | * Application Form / Interview |
| 4.5 | Driving - Full UK Driving License and / or access to a vehicle (if applicable). | ✓ |  | * Application Form |