



## JOB DESCRIPTION

**DESIGNATION:**    **GROUNDS PERSON**

**Post Reports To:**    **The Grounds Officer**

**Grade:**                **Business Support Points 9 to 12.**

### **Context & Main purpose of the post:**

As a member of the Grounds Team undertake all the duties associated with grounds maintenance including both hard and soft landscaping on Coleg Cambria premises or where directed.

Operate and maintain all the associated equipment and issue it to others as directed, keeping accurate records.

Assist other members of the Facilities team as required or directed.

### **Main responsibilities of the post:**

- Mow and strim grass.
- Plant, cut, prune, lay and maintain trees, shrubs and hedges
- Complete general horticultural duties relating to flowers, shrubs and trees.
- Undertake all forms of hard and soft landscaping.
- Undertake all the duties required to ensure grounds are maintained to an “excellent” standard
- Operate, use service and maintain grounds equipment.
- Issue grounds equipment as required and maintain accurate records.
- Organise work and equipment in order to meet deadlines with limited supervision.
- Assist others working on the grounds as directed or required
- Ensure all work undertaken on the grounds is completed safely
- Assist the Estates & Facilities Manager and other Facilities team members as required.
- Undertake other Estates & Facilities related duties as required.

### **Key Relationships:**

The post-holder will need to form effective and co-operative working relationships with:

1. The College Grounds Team
2. The Grounds Officer
3. The relevant Estates Officer

The post-holder will based at the Northop campus visiting and working on other campuses as required.

The post-holder will be expected to participate in Continuous Professional Development (CPD), and to demonstrate a flexible approach in order to ensure cover for other colleagues.

Coleg Cambria conditions of service for Business Support grade staff will apply.

*Note: This Job Description is accurate as at the date shown below. In consultation with the postholder it may be varied to reflect changes in the job.*

Signed:

.....

Postholder

Date: .....

Signed:

.....

Human Resources Manager

Date: .....

**PERSON SPECIFICATION FOR POST OF: Grounds Person**

**Code:**      **WA** = **Written Application**      **GD** = **Group Discussion**      **WE** = **Written Exercise**  
                  **I** = **Interview(s)**                    **P** = **Presentation**                    **T** = **Tests**

- Notes:** 1. Not all of the above means of assessment will be used for every post; those that will be used for this post are marked with an \*.  
 2. The College will wish to see the originals of, and take copies of, Qualifications marked as 'Essential'.

Criterion	Importance		Will Be Assessed by Reference To:					
	Essential	Desirable	WA*	I*	GD*	P*	WE*	T*
<b>Qualifications:</b>								
NVQ Level 2 Amenities Maintenance or working towards		✓	✓	✓				
Chain saw qualification		✓	✓					
Spraying qualification		✓	✓					
Driving Licence	✓	✓	✓					
<b>Knowledge:</b>								
Any aspect of grounds maintenance.		✓	✓	✓				
An appreciation of the hazards involved		✓		✓				
<b>Skills:</b>								
Understand and follow both written and verbal instructions	✓		✓	✓				
Able to plan in order to get a task completed	✓		✓	✓				
Work effectively as a team member	✓		✓	✓				
Able to organise self to be in the right place on time	✓		✓	✓				
<b>Experience:</b>								
At least 1 years experience in a grounds maintenance or similar role		✓	✓	✓				
<b>Personal Qualities:</b>			✓	✓				
Able to work using personal initiative when required	✓		✓	✓				
Able to communicate through the medium of Welsh		✓	✓	✓				
Demonstrates an empathy with the Welsh culture	✓		✓	✓				
Demonstrates a commitment to Equality and Diversity	✓		✓	✓				