

JOB DESCRIPTION

Job Title: Assistant Grounds Person

Department: Old Field

Reports to: Head Groundsman

Purpose of role: To support the Head Groundsman in keeping the College sports pitches and associated buildings in good order to meet the needs of the College sports teams and individual users of the facilities.

Responsibilities:

- To maintain all sports playing surfaces to a safe, manageable, and high standard using appropriate equipment.
- To maintain surrounding buildings and areas around the sports pitches at all locations (Old Field and Cranmer Road).
- To keep all associated equipment up to date with servicing, maintenance and procurement as required.
- To keep up to date with all health and safety requirements including ongoing Risk Assessments, COSHH updates, Personal Protective Equipment (PPE) awareness, recording of and evaluation of Hand and Body Vibration, Manual Handling and Fire Awareness.
- To deputise for the Head Groundsman during periods of absence.
- Liaise with internal and external users/visitors (members of the College, contractors, members of the public).
- To provide First Aid on site as needed and keep up to date with all relevant qualifications.

The College reserves the right to make reasonable changes to the duties and requirements of the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Experience and knowledge

- Experience of maintaining horticultural and sports playing surfaces.
- Experience of using a variety of mechanised equipment.

Skills

- Ability to communicate with a wide variety of people.
- Ability to meet deadlines.
- Ability to work as part of a small team as well as individually.
- Ability to work to high standards with an eye to detail.
- A “can-do and problem-solving attitude.

Qualifications

- Competent level of literacy and numeracy.
- Clean driving licence.
- NVQ in Amenity Horticulture or a willingness to undergo training.
- First Aid trained or a willingness to undergo training.
- PAI-6 Spray training/COSHH/Manual Handling/Chainsaw qualification or willingness to acquire.

Additional requirements

- Willingness to undertake training/acquire new skills.
- Weekend/early start/flexibility as required.
- Able to work outside sometimes in inclement weather.

EMPLOYMENT DETAILS

Rate of Pay:	£25,193 per annum.
Hours:	39 hours per week.
Probationary Period:	6 months.
Holiday:	25 working days per annum plus 8 public holidays.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	The College provides free health care currently through membership of Aviva. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Cycle to work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply after successful completion of their probationary period, subject to certain limitations.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7.
Childcare:	Access to a workplace nursery, subject to places being available.
College Punts:	Use of College punts at a subsidised rate.