

JOB DESCRIPTION

Job Title:	Grounds and Gardens Assistant
Hours:	Full time (40 hours per week)
Status:	Permanent
Responsible to:	Grounds and Gardens Foreman and Estates Manager
Functional links with:	Members of all Estates Staff and Academic Staff

Job Purpose:

The primary responsibility will be to assist the Grounds and Gardens Foreman with the efficient and effective preparation of sports facilities and gardens across the whole site.

Main Duties:

- Assist with the preparation and presentation of garden areas within the school campus extending to the maintenance of hedges and flower beds, fencing and general tidiness of the College grounds and premises.
- Assist with the repair and maintenance of grass and artificial surfaces.
- Maintain and operate vehicles, plant, equipment and other machinery in a safe manner whilst in accordance with health and safety requirements and manufacturers recommendations.
- You will be required to work outdoors in all weather conditions, use hand tools such as spades and forks, as well as being able to handle machinery.
- You must be capable of working autonomously, taking control of a situation and making the necessary decisions to effect appropriate and safe solutions. Working together with colleagues at certain times when work tasks dictate is also essential.
- Observe and report any items of defective equipment or work situations considered to be of an unsafe nature.
- Carry out your duties with a professional, courteous, friendly and methodical approach as the role involves contact with parents, suppliers, staff, students and other visitors.
- Undertake day-to-day operational duties and any such other duties as may be required by the Grounds and Gardens Foreman to facilitate the smooth running of the department.
- There should be an ability to take verbal and written instructions.
- Attend training courses as required.
- Assist colleagues in dealing with the impact of adverse weather conditions such as snow, ice, heavy rain, etc
- Set out rooms and other areas for events, functions and sports activities as required.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

At certain times, at the request of the Estates Manager and/or Grounds and Gardens Foreman, you will be required to work outside your specified hours. On such occasions, as much notice as possible will be given.

Child Protection and Safeguarding:

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2024).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Date: June 2025

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

PERSON SPECIFICATION

Qualifications/Experience/Skills

- Previous experience of working in a similar practical role
- Current Driving Licence is desirable but not essential
- Able to safely use and carry out basic maintenance of associated equipment and machinery
- Willingness to learn and get involved with all estates related tasks

Personal/professional qualities

- Ability to prioritise tasks and capable of working under pressure
- Ability to communicate effectively
- Reliable, honest and versatile
- Problem-solving approach
- Professional, courteous, friendly manner
- Able to work as part of a team and to be self-motivated to work on your own initiative
- The job holder will be required to undertake an Enhanced DBS (Disclosure and Barring Service)