

 Richmond and Hillcroft Adult Community College	JOB DESCRIPTION
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POST	Volunteer Groundsperson
DEPARTMENT	Estates
GRADE	Voluntary
REPORTS TO	Head of Estates
DIRECT REPORTS	None
WORKING PATTERN	0-hrs

About the College

We welcome over 7000 learners to our college each year. Our learners reflect our community. They come from all abilities, backgrounds, ages. Our curriculum is equally diverse - we offer over 2000 courses of excellent quality across multiple disciplines.

We are dedicated to closing the achievement gaps between the most advantaged and disadvantaged adults in our community. We are proud of our specialist courses which help adults get into university within a year; plus our women-only offering which helps women get back into learning and employment.

Our college extends over two beautiful campuses in Richmond and Surbiton, with dedicated art and business schools, a 120-seat theatre, offices, classrooms, workshops and kitchens. As well as a newly created co-working space. We are ambitious for the future of the college. Plans are in place to design and build a new purpose built teaching centre at our Surbiton campus by 2022.

About the Role

Our caretaker team plays a critical role at the college by providing safe, secure and welcoming spaces for our college community. The Voluntary Groundsperson reports to the Head of Estates and provide grounds services and maintenance for our campus in Richmond.

The responsibilities of the role are set out below, across four areas: Day to day activities; General maintenance; Health and safety; and Administration.

1. Day to day activities

- To work with the Estates Team Leader to identify and undertake duties within the external grounds of the college premises.
- To clear any leaves from the grounds to help ensure these do not pose a healthy and safety risk, through people slipping on them.
- To empty the bins located around site and to pick any fallen rubbish throughout the site.
- To ensure that the gates and fences are kept clean and tidy, free of cobwebs etc.

- To ensure that the external signs and poster cabinets are kept clean and free of dirt, cobwebs, etc.
- To ensure that the pathways throughout the college site are kept clear of moss and weeds.
- To ensure that any lawns are kept cut and in good order.
- To ensure that any plants and trees are managed and not being allowed to overgrow to impeach the pathways.

Key measure: The college grounds are kept clean, tidy, and free of slip or trip hazards.

2. Health and Safety

- To ensure that the college Health & Safety Policy is adhered to at all times.
- To ensure you undertake relevant training, including e-training, to allow you to use equipment needed, safely.

Key measure of success: Health and safety checks are carried out consistently and thoroughly. All compliance standard are met or exceeded.

Key skills

- Good communication skills.
- Self starter, motivated and committed.
- Able to work within a team or on own initiative.

PERSON SPECIFICATION

The successful candidate will fulfil the following essential requirements, and will also ideally hold the desirable attributes.

	ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY: I – Interview AF – Application form T – Task
QUALIFICATIONS			
Interest in Gardening		✓	AF & I
Knowledge of plants and weeds		✓	AF & I
SKILLS			
Ability to work under own initiative and to work methodically in line with College expectations	✓		AF & I
Top people skills <ul style="list-style-type: none"> • Ability to communicate with diverse range of people including students, staff, contactors and other stakeholders. • Experience of working effectively as a member of a team with minimum supervision in order to carry out tasks 	✓		I
EXPERIENCE / KNOWLEDGE			
Experience of working within similar estates and facilities.		✓	AF & I
A commitment to Equality and Diversity, Safeguarding and Health and Safety.	✓		I