

## **J o b   D e s c r i p t i o n**

|                        |                                  |
|------------------------|----------------------------------|
| <b>Position:</b>       | Gardener/General Handyperson     |
| <b>School/Service:</b> | Gardening Services               |
| <b>Reference:</b>      | FAC-021/P                        |
| <b>Grade:</b>          | Grade 3                          |
| <b>Status:</b>         | Permanent                        |
| <b>Hours:</b>          | Full-Time (36.25 hours per week) |
| <b>Reporting to:</b>   | Transport Manager                |

Gardening duties will be undertaken from Spring through to Autumn and General Handyperson duties will be undertaken during the Winter months.

### **Main Function of the Position:**

Gardener:

To ensure that the external University environment is clean, tidy and presentable at all times.

General Handyperson:

To undertake general domestic maintenance duties to ensure that the premises are a safe working and learning environment and presented to a high standard.

### **Principal Duties and Responsibilities:**

1. Grounds maintenance and gardening duties including grass cutting, collection and removal of leaves, ensuring paths are clean and free of moss and hedge cutting.
2. Working as part of the Gardening/Grounds Maintenance team to ensure that the planting; both externally and internally are maintained and presented to a high standard.
3. Recycling and waste management to include the collection and removal of green waste.
4. Mix and spray or spread fertilizers and pesticides onto grass, shrubs, and flowers, using hand or automatic sprayers.
5. Collection and removal of litter of University grounds.
6. Follow planned landscaping designs to determine where to lay turf, soil, sow grass or plant flowers and foliage.
7. Prune and trim trees, shrubs, and hedges using relevant equipment.
8. Pick and tidy flowers and clear flowerbeds.
9. Water lawns, trees and plants using portable sprinkler systems, hoses or watering cans.

## **General Handyperson**

1. Undertake minor repairs as instructed.
2. Collection and removal of litter of University grounds.
3. Provide assistance to the Maintenance team as required e.g. supporting plumbing, decorating, joinery and electrical trades.
4. Providing assistance to General Assistants and Caretakers as required e.g. moving furniture and equipment around sites
5. Assisting with Fire Safety procedures and supervising the evacuation of buildings as appropriate.
6. Report building faults and repairs that are beyond the remit of the post.

## **General Duties and Responsibilities**

1. To follow laid down university maintenance schedules following relevant policies and procedures.
2. Undertake training as required.
3. To observe Health and Safety issues associated with the above duties.
4. To work flexible hours as required by the University.
5. Answer queries, give directions and provide a high level of customer service.
6. Responsible for the management of machinery and equipment ensuring that they are safe and secure at all times.
7. Responsibility for the locking and unlocking of buildings and rooms.
8. To carry out all duties in a manner which engenders an attitude of professional cooperation.
9. To carry out other duties as required, which are commensurate with the grade and nature of the post.
10. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
11. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's equal opportunities policy and dignity at Work policy at all times.
12. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

## **Note:**

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

## Person Specification

|   |   |                             |                                    |
|---|---|-----------------------------|------------------------------------|
| <b>Position:</b> Gardener/Handyperson     |   | <b>Reference:</b> FAC-021/P |                                    |
| <b>School/Service:</b> Gardening Services |   | <b>Priority</b>             | <b>Method of Assessment</b>        |
| <b>Criteria</b>                           |   | <b>(1/2)</b>                |                                    |
| <b>1</b>                                  | <b>Qualifications</b>   |                             |                                    |
| 1 a)                                      | RHS Level 2 Certificate in Horticulture or equivalent relevant experience   | 2                           | Application Form/<br>Documentation |
| 1 b)                                      | NPTC Level 2 Award in Safe Use of Pesticides (PA1 & PA6) or willingness to undertake appropriate qualification        | 2                           | Application Form/<br>Documentation |
| 1 c)                                      | Willingness to undertake further training to obtain appropriate qualifications  | 1                           | Application Form/<br>Documentation |
| <b>2</b>                                  | <b>Skills / Knowledge</b>   |                             |                                    |
| 2 a)                                      | Knowledge/awareness of Health and Safety regulations relating to machinery  | 1                           | Application Form/Interview         |
| 2 b)                                      | Able to undertake minor repairs as appropriate  | 1                           | Application Form/Interview         |
| 2 c)                                      | Knowledge of gardening/grounds maintenance terms e.g. equipment and flowers and foliage                               | 1                           | Application Form/Interview         |
| 2 d)                                      | Awareness of COSHH and Health and Safety regulations relating to pesticides   | 1                           | Application Form/Interview         |
| <b>3</b>                                  | <b>Experience</b>   |                             |                                    |
| 3 a)                                      | Work experience in a service environment  | 1                           | Application Form/Interview         |
| 3 b)                                      | Experience in grounds maintenance or external environment   | 1                           | Application Form/Interview         |
| 3 c)                                      | Experience of undertaking general maintenance/handyperson duties  | 1                           | Application Form/Interview         |
| <b>4</b>                                  | <b>Personal Qualities</b>   |                             |                                    |
| 4 a)                                      | Awareness of the requirements associated with operating within a customer service environment                         | 1                           | Interview                          |
| 4 b)                                      | Commitment to continuous improvement and creative ways of working   | 1                           | Interview                          |
| 4 c)                                      | Ability to work as part of a team and under own initiative  | 1                           | Interview                          |
| 4 d)                                      | Show sensitivity to individual differences and enjoy dealing with people with diverse backgrounds                     | 1                           | Interview                          |
| 4 e)                                      | Able to cope with the physical demands of manual work   | 1                           | Interview                          |
| <b>5</b>                                  | <b>Other</b>  |                             |                                    |
| 5 a)                                      | Willing to undertake staff development, which may take place outside the University                                   | 1                           | Interview                          |
| 5 b)                                      | Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act | 1                           | Interview                          |
| 5 c)                                      | Commitment to the University's policy on equal opportunities and diversity  | 1                           | Interview                          |
| 5 d)                                      | Available to work flexible and travel as appropriate in order to meet the needs of the services                       | 1                           | Interview                          |
| 5 d)                                      | Full, current driving licence   | 1                           | Interview                          |

*Note:*

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current