**JOB DESCRIPTION**

**Grounds Person Apprentice**  
Vacancy Ref: M200

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Grounds Person Apprentice</th>
<th>Present Grade: 3</th>
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</thead>
<tbody>
<tr>
<td>Department/College:</td>
<td>Facilities</td>
<td></td>
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<tr>
<td>Directly responsible to:</td>
<td>Grounds Supervisor</td>
<td></td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>NA</td>
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**Other contacts**

The post-holder is required to liaise with and support staff across the Division, and primarily those working in teams based in the main office:

**Internal:**
- Cleaners  
- Security  
- College Porters  
- Students

**External:**
- Visitors to the University (members of the public)  
- Suppliers  
- Enquirers through the general office telephone number and email address

**Major Duties:**

1. Through standards set by the Grounds Supervisor take responsibility and implement all horticultural and outdoor cleaning tasks on or off the campus, ensuring excellent standards are implemented.

**Specific Duties**

1. To report to the Grounds Supervisor on a daily basis updating them on progress of work schedules and indentifying any issues.

2. To be responsive and helpful to requests and concerns, demonstrating a flexible and ‘can-do’ approach, referring on to Grounds Supervisor where appropriate.

3. To communicate effectively and courteously with academic staff, students and other members of staff and the general public, promoting service excellence

4. Make recommendations to Grounds Supervisor regarding improved work systems, labour, machinery utilisation and improvement works under their control

5. To maintain the campus landscape using good sound horticultural knowledge, including, grass mowing, edging, general pruning, planting of trees, shrubs and other plants, turfing, grass and seed sowing, hedge cutting and specimen pruning.

6. To implement floral decorations including planting and maintenance of bedding plant displays, hanging baskets, etc.
7. To be conversant and skilled in the use of hand tools and pedestrian machines and appropriate powered hand tools which are used in the maintenance of horticultural features.

8. To undertake arboriculture work associated with tree pruning and felling operations.

9. To be able to undertake maintenance tasks relating sports pitches, including football and rugby pitches, cricket wickets, bowling greens and tennis courts including synthetic grass surfaces.

10. To apply appropriate herbicide/pesticide chemical control and implement the safe working procedure associated with such work.

11. To drive and be conversant in the operation of ride-on mowers, mini-tractors and other similar machinery.

12. To undertake general constructional work including fencing, re-surfacing of footways and roads etc, and other work of a similar nature.

13. To undertake general duties including litter picking, emptying bins sweeping, etc.

14. To attend training courses and assessments as may be required and complete any relevant course work and assignments.

15. Establish and maintain effective working relationships with managers, colleagues and end users.

16. To support the needs of the wildlife within the grounds and under the direction of the Grounds Supervisor, to assist in volunteer activities of the students and others in these matters – e.g. environmental activities.

17. To be willing to undertake tasks regardless of weather conditions

18. Ensure vehicles and equipment used by self and work group are regularly maintained in accordance with routine operating requirements. Monitor the use of consumable items and spares and make arrangements for their replenishment.