

Job Description Grounds Person – Kickstart Scheme

| | |
|------------------------|--|
| Line Manager: | Head of Estates and Facilities |
| Contacts: | College Staff, Students, Suppliers, Contractors, General Public, College Stakeholders, Government Agencies |
| Job Purpose: | The team of caretakers, estates and facilities staff work together to ensure that the College is cleaned and maintained to a high standard. |
| Hours: | 25 hours per week. Fixed Term Occasional extra hours and weekend work may be required, for which time off in lieu is given. Staff are expected to support College events outside of core business hours. |
| Salary: | £8.91 per hour |
| Annual Leave: | The leave year runs from 1 August to 31 July 20 days and 8 bank holidays (5 days annual leave must be used for College Closure Days where applicable) |
| Pension: | NEST pension scheme |
| Staff Benefits: | https://jobs.halesowen.ac.uk/index.cfm?action=content&content=1 |

Duties and Responsibilities:

- The role will involve maintaining areas around the College to a safe and satisfactory standard using appropriate materials and equipment.
- You will follow strict standards for Covid 19.
- You will maintain high standards of cleanliness and tidiness to include campus and the local area. You will empty litter bins internal and external throughout the Campus this will also include litter picking.
- You will clean internal windows, foyers, stairwells and doors.
- You must be willing to move between sites for cover when necessary

All staff are required to:

- To undertake training and staff development as needed and as determined by the college management.
- Undertake Health and Safety training and ensure compliance
- Undertake training and operate cleaning equipment as appropriate
- To participate in the company's staff appraisal system
- To take responsibility for promoting and safeguarding the welfare of children and young people