

Role Description



Post Details

Post Title:	Grounds and Facilities Assistant
Type of appointment:	Full-time
Reporting to:	Facilities Manager
Location:	HQ Burgate Manor
Hours of work:	37.5 hours per week over five days (Monday to Friday) Annual leave allowance is 27 days plus bank holidays
Salary:	Circa £27,000 p.a.

Job Purpose

The Grounds and Facilities Assistant supports the Facilities Manager in maintaining the estate, buildings and grounds at HQ Burgate Manor, with a strong focus on health and safety, planned maintenance, contractor coordination and creating a safe, well-presented working environment for staff, students and visitors.

Our vision

To maintain safe, compliant and well-presented buildings and grounds that support a positive working and learning environment.

Who will you be working with?

1	Steve Fish (Facilities Manager)
2	Nick Sheeran (Finance Director)
3	Kitty Benson (Executive PA)
4	Theresa Fish (Housekeeper)
5	Kevin Hill (Groundsperson)

Role Description

Key Accountabilities and Responsibilities

1	Health, safety and compliance: provide support in relation to Ellis Whittam requirements; undertake daily fire safety inspections; conduct tests of fire alarm systems and emergency lighting; inspect fire blankets and extinguishers; promptly report any health, safety or maintenance concerns.
2	Estate and grounds maintenance: maintain lawns, trees, hedges, the riverbank, driveways, fencing and other grounds, scheduling seasonal work around nesting restrictions.
3	Buildings and repairs: Inspect cellars, dehumidifiers and cesspits as per agreed schedule
4	Vehicles, equipment and supplies: maintain service records for mowers, tractors, site vehicles and attachments; assist with fleet repairs; order housekeeping supplies; support storage, office moves and furniture assembly
5	Assist in securing premises to minimise alarm call outs when required
6	Various ad hoc duties

Person Specification

The successful candidate will demonstrate the following experience, skills and attributes:

1	Experience of grounds maintenance or practical facilities support	Essential
2	Good understanding of health and safety checks, basic compliance records and safe working practices	Desirable
3	Ability to organise routine works, complete records accurately and follow agreed schedules	Essential
4	Confident communicator able to work with staff, contractors and senior stakeholders in a professional manner	Essential
5	Practical knowledge of machinery, vehicles, tools and minor repair activities.	Desirable
6	Relevant training or qualifications in health and safety, first aid, grounds maintenance, COSHH or facilities management	Desirable
7	Reliable, proactive and able to work independently while escalating risks or issues promptly	Essential
8	Willingness to provide reasonable out-of-hours support when required	Essential
9	Full, clean driving licence	Essential