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|  | Role Profile |
| Job Title | Grounds Maintenance & Animal Care Assistant |

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| Salary range | Point 11 |
| Contract | Permanent |
| Main location | Portland College |
| Hours and basis | 37.5 |
| Reports to | Curriculum Manager |
| Date of issue | June 2023 |

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| Why Portland College needs this role |
| Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. 200 learners and citizens and 400 staff. The role supports the College by ensuring the maintenance of the grounds and the wider estate are maintained to a high standard to provide a pleasant and safe environment for all users and visitors and ensure the Animals on the farm are well cared for. |
| What you will be doing |
| Horticulture <ul style="list-style-type: none"> • Undertake Horticulture and planned grounds maintenance, effectively • Respond to ad hoc requirements as they arise, including cutting the grass regularly, regular maintenance of the plants and shrubs, along with visitor area maintenance. Animal Care <ul style="list-style-type: none"> • Ensure all tasks relating to the health and welfare of all animals on the farm are logged on a regular basis in line with farm policy. • Look after the welfare of the animals in relation to ensuring veterinary care is provided when necessary and monitored. This will include keeping accurate records and facilitating care plans for the animals when required. |
| Key results we want to see from this role (Direction and Pressure of Work) |
| <ul style="list-style-type: none"> • Ensuring all areas of the farm and horticulture are pleasant, safe, welcoming and a clean environment is provided for students, staff and visitors • Prioritising workload on a daily basis with the use of job lists set by Tutors. • Meeting and greeting contractors, supporting their work when required to do so • Contributing to the wider College community and scope of activities when required • Awareness of and commitment to the College Safeguarding procedures • Ensuring work schedules/work sheets are adhered to • Working relevant hours to support business needs, including weekends-hours/days negotiable by agreement. |
| Dimensions of the role (Managerial & supervisory and accountability)angel |
| <ul style="list-style-type: none"> • Ensure that appropriate equipment is used and make best use of existing resources • Ensure that all equipment and resources are stored appropriately to meet policy and COSHH requirements |

- Attend training events to maintain current levels of competency of the safe use of equipment and resources
- Ensure that any concerns or contradictions in the use of equipment are reported immediately

Key work relationships

- Liaise with staff across all levels, internal and external across the College

Working Environment and working patterns

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.

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| Qualifications | | ✓ |
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| Desirable | | |
| • Safety Compliance | | A/I |
| • COSHH | | A/I |
| • Moving & Handling | | A/I |
| Key skills | | |
| Essential | | |
| • Basic Health & Safety knowledge | | A/I |
| • Good level of written communication | | A/I |
| • Time management | | A/I |
| • Able to provide constructive feedback | | A/I |
| • Safe moving & handling procedures | | A/I |
| • Able to work as part of a large team | | A/I |
| Experience | | |
| Essential | | |
| • Experience of using a variety of garden equipment safely | | A/I |
| • Grounds Maintenance | | A/I |
| • Experience of caring for a variety of animals on a regular basis | | A/I |
| • Cleaning and grooming different animals | | A/I |
| • Ensuring enclosures are well maintained | | A/I |
| • Working to a high standard | | |
| • Able to work independently | | |
| Knowledge | | |
| Desirable | | |
| • An appreciation of the communication needs of people with disabilities/learning difficulties. | | A/I |
| • Able to check for signs of illness or distress in an animal and know the appropriate action to take | | A/I |
| Other personal requirements | | |
| Essential | | |
| • Able to respond to emergencies | | I |
| • Approachable and helpful | | I |
| • Able to effectively manage a varied and sizeable workload | | I |
| • Be prepared to work flexibly to fulfil the duties and responsibilities of the post for both core business functions in accordance with the needs of the College | | I |