



## JOB DESCRIPTION

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**JOB TITLE** : Grounds Person  
**LOCATION** : Parkhaven Trust, Liverpool Road North, Maghull, Liverpool L31 8BS  
**ACCOUNTABLE TO** : Maintenance Service Manager  
**HOURS OF WORK** : 35 hours per week  
**PAY SCALE** : Band 5 (Parkhaven Band)

### **Role Purpose**

To undertake general gardening and grounds maintenance activities to ensure a high standard is maintained throughout the year and in line with the changing seasons.

### **DUTIES AND RESPONSIBILITIES**

1. To ensure service users are treated with dignity and respect at all times.
2. To manage the grounds within the designated areas of the Parkhaven estate including;
  - Lawn Care
  - Pruning shrubs and trees
  - Bedding out and maintaining flower beds
  - Raking leaves and making compost
  - sweep paths, remove litter, windfall and general debris to maintain the high standard of the gardens and paths
  - Gritting ramps and roads when required
  - Maintain and erect fencing.
3. Using machinery as appropriate to the level of training
  - Mowing machines
  - Strimmers and chippers
  - Tractor and trailer
  - Other power tools
4. To comply with Health and Safety legislation including COSHH and other regulations relevant to the post.
5. Have regard for personal health and safety and the safety of service users and members of the public while carrying out the above tasks.
6. To attend such training and development that is required to safely perform their duties.
7. To work flexibly as required.
8. To comply with all reasonable requests of the line manager and carry out any other tasks as reasonably instructed by management.

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## GENERAL STATEMENTS

All staff are expected to adhere to the following statement:

'To be an Organisation that includes, supports respects and empowers service users and staff.'

### Confidentiality

All information relating to service users and/or staff obtained during employment with Parhaven Trust is to be treated as confidential and as such staff should not disclose it without appropriate prior authorisation. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act (2008) and the General Data Protection Regulations (2018) may result in disciplinary action.

### Continuous Improvement

We are continuously improving services and all members of staff employed by the organisation are expected to play an active role in the development and improvement of services to the benefit of service users and staff.

All staff are required to participate in an annual appraisal and any associated training and/or learning opportunities.

### Data Quality

All staff involved in the collection of data are responsible for the accurate and timely collection and recording of information.

### Equality, Diversity and Human Rights

ParkhavenTrust is committed to providing equality of opportunity, anti-discriminatory and anti-oppressive practice. The Trust will rigorously uphold our duty to promote human rights in everything we do, believing that all people have the right to be treated with dignity and respect.

### Health and Safety

Staff must contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies. Staff must act in a responsible manner to ensure the care of their own health and safety and that of others who may be affected by their actions and omissions at work.

Staff must co-operate with the employer insofar as is necessary to enable Health and Safety duties or requirements to be performed and complied with. Staff must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of staff, service users and the general public.

### Infection Control

Infection Prevention and Control is everybody's business, and all staff have a duty to act in accordance with the standards and procedures as set out in the Infection Control Policy at all times.

### Safeguarding Vulnerable Adults

Safeguarding vulnerable adults is the business of everyone employed by Parkhaven Trust. All staff must be responsible and proactive in identifying and reporting safeguarding concerns.

### Other

You may be required to undertake work in other locations within the organisation as determined by the duties of your post.

Parkhaven Trust operates a No Smoking Policy.

You may be required to undertake any other duties at the request of the line manager which are commensurate with the role, including internal job rotation and absence cover.

This job description is an outline and account of your main duties. Any changes will be discussed with the post holder in advance but will also be reviewed regularly to consider changes and developments in service requirements.

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## Person Specification

		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications /Certifications</b>	Qualification is grounds maintenance or horticulture		X
	Full UK Driving Licence	X	
	Mechanical equipment certificates required for role such as chainsaw		
<b>Knowledge, Skills and Experience</b>	At least 3 years continuous and current experience of grounds maintenance in a similar setting to Parkhaven	X	
	Up to date knowledge of health and safety relevant to role	X	
	Competence in the safe use of machinery required for the role such as lawnmower, strimmer for example	X	
	Basic horticulture and plant care including pest and weed control	X	
	Basic knowledge of tree and shrub maintenance	X	
	Ability to perform minor repairs to tools or equipment	X	
	To work independently and as part of a wider team	X	
	Strong planning and organising skills	X	
<b>Personal qualities</b>	Reliable and punctual	X	
	Good attention to detail	X	
	Good communication skills and professional attitude	X	
	Flexible attitude to work and good problem solver	X	
	Physically able to perform the duties on the Job Description in all weathers	X	
	Good attendance record.	X	
<b>Parkhaven Trust – Aims &amp; Objectives</b>	Must be able to work within the aims, objectives, policies and practice of Parkhaven Trust.	X	
<b>Other</b>	Satisfactory Enhanced DBS check.	X	