



## MAINTENANCE ASSISTANT (GROUNDS)

OVERVIEW	
<b>Job title:</b>	Maintenance Assistant (Grounds)
<b>Responsible to:</b>	Facilities Manager
<b>Responsible for:</b>	N/A
<b>Working alongside:</b>	Maintenance team members
<b>Grade</b>	2 – St John's College Graded Pay Scale
<b>Salary FTE:</b>	£23,665 per annum
<b>Contract type:</b>	Continuous, full time (37 hours per week)
<b>Working arrangements:</b>	Monday–Thursday: 08:00 – 16:30 Friday: 08:00 – 16:00
<b>Pension:</b>	St John's College Personal Pension Plan
<b>Holidays:</b>	27 days + statutory days + customary days per annum (pro rata)
<b>Start date:</b>	ASAP
<b>Closing date:</b>	28 <sup>th</sup> January 2025
<b>Interview date:</b>	31 <sup>st</sup> January 2025

### ABOUT ST JOHN'S COLLEGE

St John's College is one of the smallest Durham colleges, renowned for our welcoming atmosphere. Founded in 1909 and set in a series of beautiful, listed buildings in the heart of Durham city, our community enjoys stunning views of Durham Cathedral and boasts gardens and lawns stretching down to the River Wear. Each year we have around 250 students resident in the College – undergraduates and postgraduates studying for degrees at Durham University, as well as students of Cranmer Hall, a theological College within St John's. The College has a degree of independence within the University, both financially and in its governance, meaning that we have the freedom to do things a little differently. Throughout the year, the College's Christian ethos translates into warm hospitality. All our different staff teams work closely together with our students to create the unique John's experience.

### JOB SUMMARY AND PURPOSE

The College Maintenance Department carries out preventative maintenance and routine repairs of all College properties. Where necessary work will be carried out by contractors appointed and directed under control of the maintenance department. The departmental roles also include maintaining the grounds within the estate, conducting various checks in line with current legislation including fire, electrical safety and legionella.

The role encompasses four key work areas:

- Gardening – upkeep of all College grounds
- Maintenance – basic DIY tasks
- Servicing meeting rooms – preparing seating and table layouts
- Taking part in an out of hours on-call rota



## KEY RESPONSIBILITIES

### **Gardener/Grounds Maintenance**

- Perform regular garden maintenance tasks including weeding, pruning, and mulching.
- Irrigate plants and manage watering schedules to ensure optimal growth conditions.
- The planting and growing of new plants, flowers, and shrubs.
- Operate power tools safely and effectively for various gardening tasks.
- Maintain landscapes by mowing lawns, trimming hedges, and clearing debris.
- Conduct groundskeeping duties to keep outdoor areas tidy and presentable.
- Monitor plant health and identify any pests or diseases that may require attention.
- With the support of the Facilities Manager, oversee the layouts of planting beds, borders, lawns, the provision of garden furniture, and the planting of trees and shrubs.

### **General Maintenance**

- Undertaking Health and Safety checks in accordance with procedures determined by the Facilities manager, including but not limited to: Fire Safety, Legionella, Portable Appliance Testing (PAT).
- Undertaking minor joinery tasks.
- Undertaking minor painting and tiling tasks.
- Undertaking ad hoc tasks, for example but not limited to: replacing light bulbs, shades, starters; fixing of signs; boarding / taping up of broken windows; hanging curtains and fixing curtain rails.
- Undertaking other general and routine specialist cleaning for example but not limited to: routine cleaning of extractor fans, smoke detectors and light diffusers; cleaning up occasions of unsocial waste, including bodily fluids.
- Specific cleaning and disinfecting of external areas (e.g. bin areas / food-related areas)
- Carrying out the following work in respect of grounds, paths, steps, road, and car parks:
  - Keeping areas free of litter, leaves, etc. and clearing and cleaning of litter bins
  - Clearing snow and gritting pathways, ensuring that salt bins are maintained with sufficient stocks
  - Keeping drains, drain covers, and down-comers clear.

### **Servicing Meeting Rooms**

- Supporting all events in College including room set- up and clearance.
- Re-configuring furniture and equipment as required to facilitate meetings and conference guests.
- Providing basic technical assistance with audio-visual / presentation equipment.

### **On Call Rota**

- To undertake duties as for the on-call rota reacting to maintenance issues. One week in a 4-week cycle.

### **General**

- Maintain a safe and secure working environment, adhering to all relevant Health & Safety measures specific to the workplace.



- Any other tasks as directed by the Facilities Manager and commensurate with the grade.

## PERSON SPECIFICATION

	Criteria	Essential	Desirable
1	Basic numeracy and literacy	X	
2	Capable of working on own initiative whilst building positive working relationships and working as part of a team	X	
3	Ability to deal effectively with staff and customers at all levels	X	
4	Ability to accurately follow instructions both written and oral	X	
5	Willingness to work flexibly and to develop new methods of working	X	
6	Knowledge of Health and Safety and safe working practices	X	
7	Skills in minor maintenance work	X	
8	The nature of this role requires work of a physical nature and heavy lifting and carrying may be required.	X	
9	Proven experience in gardening or landscape maintenance	X	
10	Familiarity with both hand tools and power tools used in gardening tasks	X	
11	Ability to grow, nurture a variety of plants, flowers, and shrubs successfully	X	
12	Recognised qualification in The Safe Use of Pesticides qualification (PA1/PA6a)		X
13	Skills in IT: ability to use email and online maintenance log; AV equipment		X
14	Qualifications/training in IOSH Working safely		X

This role is subject to the successful applicant providing proof of eligibility to work in the UK.

## APPLICATION PROCESS

Applications should be by letter or by email with accompanying CV, demonstrating experience of the essential criteria. In addition it should contain the names, addresses, email details and telephone numbers of two referees. All documents should be emailed to: Ian Jackson [i.d.jackson@durham.ac.uk](mailto:i.d.jackson@durham.ac.uk).

For an informal conversation, please contact Ian Jackson on [i.d.jackson@durham.ac.uk](mailto:i.d.jackson@durham.ac.uk).

**Closing date for applications:** 28<sup>th</sup> January 2025

**Date for interview:** 31<sup>st</sup> January 2025