

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



## PERSON SPECIFICATION

JOB TITLE: Grounds Maintenance Operative

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)						
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate	
Education & Qualifications	1	Achieved Basic Skills	E	X						X
	2	NVQ Level 2 Qualification in Horticulture or other relevant area.	D	X						X
	3	Other relevant qualifications such as CSCS, chainsaw or brushcutter licences.	D	X	X					X
Experience	1	Experience of working effectively with a team of people to delivery practical tasks	E	X	X					
	2	Experience of good quality general construction and horticultural skills	E	X	X					
	5	Basic experience of using software packages including word, email and internet browsers.	D	X	X					
	6	Experience of dealing with members of the public in a positive manner	E	X	X					

Knowledge	1	Use of a variety of general tools and maintenance equipment.	E	X	X				
	2	Understanding of the principles of risk assessment and how to undertake effective risk assessment.	D	X	X				
	3	An understanding of health and safety issues in an external environment and a commitment to attend further training to develop understanding as required	D	X	X				
	5	Understanding of the principles of working with vulnerable people and safeguarding procedures.	D	X	X				

Personal Skills	1	Punctual and hardworking	E	X	X				
	2	Ability to take and follow instruction effectively	E	X	X				
	3	Good communication skills (both written and verbal)	E	X	X				
	4	Ability to maintain confidentiality as required.	E	X	X				
	5	Ability to work on own initiative, taking responsibility for task delivery to time, referring matters appropriately.	E	X	X				
	6	Ability to work as part of a team	E	X	X				
	7	Ability to complete tasks to deadlines whilst still maintaining quality	E	X	X				
	8	Non-judgemental and supportive approach to working with people.	E		X				

Additional Requirements	1	Prepared to undertake occasional work out of hours	E		X				
	2	A commitment to Equal Opportunities and Diversity in all work practices	E	X	X				
	3	In possession of a full driving license, or willing to commit to obtaining a full driving license	D	X					X

	4	An appreciation and commitment to Health and Safety issues in the workplace	E	X	X				
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