



Role Profile

Job Title	Estates Groundskeeper
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Salary range	30
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Contract	Permanent
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Main location	Portland College
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Hours and basis	37.5 hours (7 Day week Contract)
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Reports to	Estates Maintenance Coordinator
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Date of issue	
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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. These sites serve 380 learners and citizens and 600 staff. The new role will provide the lead on grounds maintenance across all of Portland's main campus and additional locations.

What you will be doing

Planning & Creative Development

- With support from the Estates Manager, develop a 5-year plan to maintain the grounds and develop areas to elevate the aesthetic quality of the estate.
- Work with colleagues to harness volunteer groups and provide strategic goals for them to develop and maintain.
- Plant new lawns and make new planting areas, creating new specialised spaces.
- Develop and manage a budget in line with agreed development goals.

Estate & Landscape Maintenance

- Routine Care: Mow grass, edge borders, weed beds, rake leaves.
- Vegetation Control: Systematic removal of invasive and nuisance species.
- Woodland Management: Clear debris and maintain the safety and definition of woodland paths. Monitor trees and any required treatment or remedial action as per the existing woodland management plan.

Campus Beautification & Visual Appeal

- Floral Displays: Organise, plant, position, and refresh hanging flower baskets and seasonal planters across the main campus and off-site hubs.
- Hydration Management: Establish and execute routine watering schedules to ensure all plant displays, beds, and lawns remain vibrant and attractive.
- Festive Installations: Contribute to and helping execute creative outdoor lighting layouts during the Christmas holiday season.

Biodiversity Net Gain (BNG) & Environmental Compliance

- Ecological Maintenance: Undertake specific, targeted maintenance on designated land zones as agreed by planning regulations.
- Audit Preparation: Document growth and maintain biodiversity net gain (BNG) areas to meet required audits.

Infrastructure & External Structure Upkeep

- Drainage Systems: Maintain gutters and surface drains to prevent flooding.
- Surface Maintenance: Pressure wash paths, walls, and structural features to eradicate slippery algae and moss blooms.
- Feature Maintenance: Provide basic upkeep, cleaning, staining, and safety checks for external features including gazebos, ponds, trellises, porticos, etc.

Sports Pitch Management

Job Title

Estates Groundskeeper

- **Weekly Conditioning:** Undertake mandatory weekly brushing of the sports pitch to maintain optimal playing conditions and surface longevity.
- **Pitch Repairs:** Monitor for wear and tear, manage weed encroachment, remove leaves, and repair surfaces as needed.

Stakeholder & Volunteer Coordination

- **Community Leadership:** Oversee project delivery for on-site volunteer groups, assigning appropriate landscaping tasks and evaluating impact.
- **External Liaison:** Project lead for external stakeholder workforce programs, such as the Probation Service.

Other Duties & Responsibilities

- Ability to cover additional shifts within the wider team for annual leave/absence

Key results we want to see from this role (Direction and Pressure of Work)

- Maintain a safe, attractive, and well-presented campus environment enhancing the experience of beneficiaries, staff, visitors, and stakeholders across the estate.
- Deliver high-quality grounds and infrastructure maintenance programmes.
- Lead and support volunteers, community groups, and external partners
- Ensure the campus is visually appealing throughout the year.

Key work relationships

- Liaise with all stakeholders, internal and external across the College as part of day-to-day duties as Estates tasks are performed.
- May interact with learners and citizens as part of everyday tasks.

Working Environment and working patterns

- A mix of indoor and outdoor environments as required by task.
- Environment can be uncomfortable dependent on task, PPE provided.
- Shift patterns as necessary, with the potential of a seven-day working week.
- Primary deployment will be to the Nottinghamshire region, but this can be changed as required by the employer's needs dictated by operational pressures.

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.