

Biblins Groundskeeper

Responsible To: Biblins Project Manager

Reports: None

Salary: £17,353 pro rata

Hours of Work: Equivalent to 10hrs per week, although delivered flexibly to meet the demand of bookings. Expect to work a minimum of 2hrs every week, up to 20hrs during peak times. Hours will include some evenings and weekends to meet the demands of visiting guests.

Place of Work: Biblins, Doward, Forest of Dean

Date Created: December 2017

Contract Type: Permanent

Holiday Entitlement: 25 days per annum pro rata, plus additional days between Christmas and New Year

Purpose of job

1. To ensure the smooth running and maintenance of the Biblins site in line with appropriate Woodcraft Folk policies, lease agreement and best practice.
2. To ensure a high standard of security and care of the site e.g. its fittings, furniture and equipment.
3. To protect the natural environment, supporting visitors with waste and water

Duties

1. To be at the site when required, core hours to be agreed with Line Manager. The employee will need to have a flexible approach to working hours/duties to respond to group bookings.
2. To hold the keys to the site and be available to enable access.
3. To support volunteer wardens in completing their duties to ensure the site and surrounding buildings are ready for new groups on arrival, and to take remedial action to maintain standards if necessary. This will involve:
 - Cleaning and preparing the site for groups
 - Litter-picking
 - Maintaining the grounds, including the use of lawnmower & strimmer



Woodcraft Folk
Education for Social Change

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- Deep cleaning at regular intervals
 - Undertaking small-scale repairs and maintenance work as required
4. To meet and greet groups when volunteer wardens are unavailable. To show arrivals around explain how things work, emergency procedures, outlining centres policies/fire regulations/health and safety requirements.
 5. To ensure that the site is cleaned after each booking and prepared for the next booking as detailed in the Cleaning and Change over Specification.
 6. To inspect the building at least twice weekly when it is not occupied to ensure its good order and safety and to notify your Line Manager of any problems. Be available to respond to emergencies.
 7. To monitor stocks of oil and gas and place orders when new stocks are needed in time to ensure continuity of supply.
 8. To note and report general repairs, decorating and servicing requirements to the Management Committee.
 9. When requested to arrange local repairs and deliveries and make access available for repair workers, service engineers and other visitors as required.
 10. To liaise with local contractors to ensure grass-cutting, road maintenance and waste collection needs are met.
 11. To act in accordance with Woodcraft Folk Equal Opportunities and Child Protection policies.
 12. To meet the requirements of Health and Safety legislation, adopt safe working practices and do everything reasonable to prevent personal injury to yourself and others.
 13. To undertake any appropriate duties consistent with the purpose of the job as required by the Management Committee.

Person specification

Essential

- DIY and site maintenance experience
- Hands-on practical skills to clean, maintain and prepare accommodation to a high standard
- Knowledge of sustainable practice
- Have experience of dealing with diverse groups/situations, including youth groups
- Be approachable and flexible when dealing with groups
- Be co-operative and have a flexible attitude towards duties and working hours
- Be able to work as part of a team, including experience of working with volunteers
- Demonstrate commitment to the aims and principles of the Woodcraft Folk
- Understanding of inclusive practices and equal opportunities
- Have experience of working to tight deadlines
- Have a strong awareness of safeguarding

Desirable

- Experience of managing contractors
- Understanding of the needs of visiting youth groups
- Practical qualification e.g. plumber, electrician
- Experience of working in a school or youth organisation

This post requires an enhanced DBS certificate and references declaring an individual's suitability to work with children and young people.