

**Job Title:                    Groundskeeper / Maintenance Assistant**

**Location:                    TECHNICAL SERVICES DEPARTMENT  
SHETLAND RECREATIONAL TRUST**

**HOURS OF WORK**

<b>Monday</b>	<b>08.00 – 12.30    13.00 – 16.00</b>
<b>Tuesday</b>	<b>08.00 – 12.30    13.00 – 16.00</b>
<b>Wednesday</b>	<b>08.00 – 12.30    13.00 – 16.00</b>
<b>Thursday</b>	<b>08.00 – 12.30    13.00 – 16.00</b>
<b>Friday</b>	<b>08.00 – 12.30    13.00 – 15.30</b>
<b>Saturday</b>	<b>OFF</b>
<b>Sunday</b>	<b>OFF</b>

<b>Salary</b>	<b>£27,1814 to £27,970 PER ANNUM INCLUSIVE 37 HOURS PER WEEK</b>
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## Guidance Notes for Job Applicants

Thank you for your interest in working for Shetland Recreational Trust. An application form and further details relating to the post are enclosed.

For an effective and fair recruitment process we need accurate information from all applicants. We only seek information that is relevant for each vacancy in accordance with employment law, namely the Equality Act 2010, Data Protection Regulations and the Immigration Act 2016.

Pre-employment checks will be undertaken and any offer of employment will be conditional on the outcome of our vetting procedures.

Some of the checks we make are :

- Checking the right to work in the U.K.
- Disclosure Scotland and Criminal Records/Barring checks
- References
- Proof of qualifications

For more information about Shetland Recreational Trust please visit our website at [www.srt.org.uk](http://www.srt.org.uk)

### **Job Description and Person Specification**

Read the job description carefully and start to think about whether or not you think you can do the job, whether you are interested in it, and why. The person specification is very important. It tells you what we are looking for in terms of skills, knowledge, experience, and personal qualities. This is the most useful document for helping you to complete the application form effectively.

### **Application Form**

Refer to the job description and person specification when starting to complete the application form. It may be useful to write out the form in draft to avoid mistakes or repetitions, then write out the actual form.

Make sure that you clearly show how you meet the essential requirements of the person specification and include all the information you wish us to know. You will only be shortlisted for interview if you provide information to show you meet these requirements.

Do not leave any section of the form blank. Write 'none' or 'not applicable' where you have no information to provide. It is advisable to keep a copy of the completed form for your own reference.

### **Personal information**

We ask for these basic details so that we can contact you. If we are required to telephone you at your current place of work, this will be done with the utmost discretion.

The information you give will be treated in strict confidence and will be used for this job application only. Personal data is carefully destroyed on conclusion of the recruitment process, unless required for new employee records. All sensitive data is handled in line with current Data Protection Regulations.

### **References**

When choosing your referees please ensure that they are people who know about your skills and capabilities. One of these should be your present or most recent employer, or a teacher if, you have just left education. If you are unable to give two such names, you may choose someone who knows you in a personal capacity and can tell us about your character, personality and honesty. These should only be provided if no other referees are available, should not be related to you, and you should state how you know this person.

### **Education/Training**

List all qualifications, including any for which you are awaiting results. We may need to assess whether you meet the required qualifications (if any) for the vacancy. Please include any relevant training.

### **Employment**

Clearly show the details requested. When we ask about employment we are equally interested in voluntary work and work experience, either paid or voluntary. Please account for any breaks in employment, for example, as a result of returning to study, travel, unemployment etc.

### **Suitability and Experience**

Give more details of your qualities, skills, experience, education and training. Demonstrate to us why you are a suitable candidate. Remember to make sure that you use the person specification and try to illustrate your skills and experience through examples of your achievements. You do not have to fill the whole space provided. Alternatively, you may wish to use additional pages if necessary, although these should not be excessive.

### **Special Requirements or Health Checks**

Please tell us of any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process. Please contact Support Services to discuss in confidence.

Depending on the duties of the post, we may require new entrants to complete a medical questionnaire. At interview, we may also ask health-related questions, but only to determine if you can carry out an essential function of the job, e.g. swim, lift sports equipment.

### **Criminal Records checks**

If you are successful at interview stage you will be required to obtain either a **Basic Disclosure, a Standard Disclosure or Protecting Vulnerable Adults Scheme membership**. The level of disclosure check depends on the job applied for, and whether it is considered Regulated Work or not exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013). All job offers are therefore conditional at interview stage, and it may take 7 to 14 days for Disclosure or PVG membership details to be confirmed.

<b>Additional Documentation / Information</b>
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### **No Smoking Policy**

The Trust has a policy of working in a smoke free environment, including the use of vapes.

### **Declaration**

You are now required to date and sign your application form and return it to;  
Finance & Corporate Services, Shetland Recreational Trust, Clickimin Leisure Complex, Lochside, Lerwick. Shetland, ZE1 0PJ. Applicants are reminded that all information contained in the form must be true and correct to the best of their knowledge. Any false information or omissions may lead to summary dismissal.

## Job Description

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive or permanent schedule.

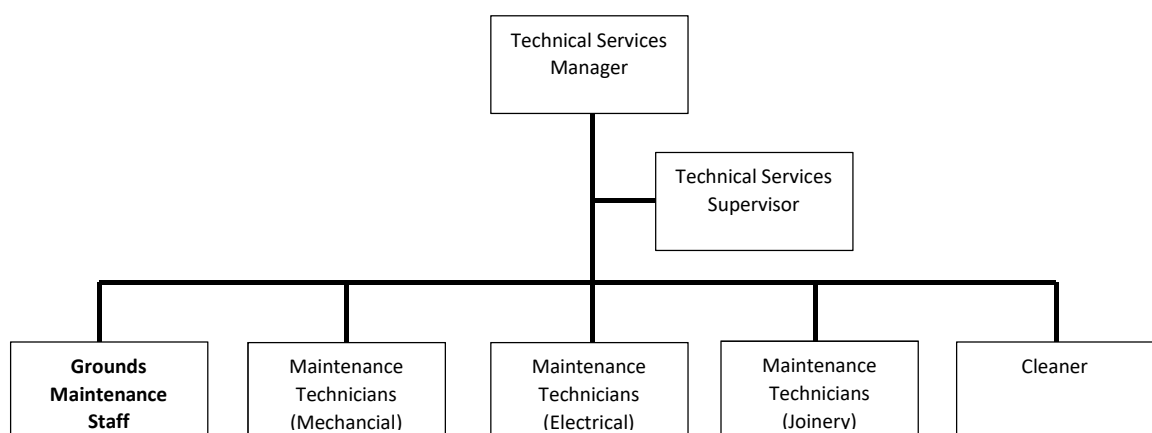
### 1. Job Details

Job Title	Groundskeeper / General Assistant
Department	Technical Services Department, SRT Workshop.
Reports to	Technical Services Manager, Technical Services Supervisor
Reporting to Job-holder	No direct reports
Salary Banding	H1 – H3

### 2. Overall Purpose of the Job

- To undertake the general maintenance of grounds and outdoor areas of all properties owned and managed by the Shetland Recreational Trust. This will include grass cutting, painting, maintaining car parks, drainage, entrances, paving and general assistance to other SRT Maintenance Staff.
- You will also be employed to assist the existing trade staff and to undertake semi-skilled maintenance works throughout all SRT facilities, especially during off-season periods.

### 3. Job Dimensions



The postholder will report to the Technical Services Manager or Technical Services Supervisor through daily contact by phone or in person. Grounds persons will be

working at various locations over a wide geographical area, throughout the Trust properties/estate, sometimes on their own (lone working) but generally at facilities which are manned.

**Budgets Controlled:** None

Contacts: **Internal** – Technical Services Manager, Technical Services Supervisor, Centre Managers and Staff.

**External** – Suppliers, Site Contractors, Customers and Members of the General Public

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#### **4. Principal Accountabilities**

1. To cut grass and trim landscaped areas: operating strimmer's, pedestrian mowers and a range of specific ride-on machinery as required.
2. To maintain all grassed areas and edges to an appropriate standard which will include outdoor works during the winter months too.
3. To maintain all grassed areas and synthetic pitch areas to a required standard regularly, including pitch repairs where necessary.
4. To maintain the running track at the Clickimin Leisure Complex, including pressure cleaning, track inspection for litter and debris and ensure that sand-pits for athletic events and training are safe and suitable for use.
5. To regularly inspect and monitor all outdoor areas by picking up litter, emptying litter bins and pressure washing to ensure areas are kept clean and tidy.
6. To assist with gardening maintenance, weeding of flowerbeds, shrubs and trees and regularly cleaning leaf and litter from public areas.
7. To Liaise with Facility Managers and building occupiers to explain the nature of the works being carried out e.g. Timescales, risks, etc.
8. To undertake general labouring work; painting perimeter fences, cleaning road gullies, pressure washing, inspection and cleaning of drains, keeping clean and tidy all equipment storage buildings and outdoor storage areas.
9. To maintain, set out, erect and dismantle all outdoor sports equipment in compliance with current regulations. These works to be completed in accordance with schedules produced by the Centre Managers.
10. To line mark the sports fields and athletic grounds, as required and in accordance with event calendars throughout the year.

11. To use pesticides or other chemicals as required, and in accordance with COSHH regulations and assessments.
12. To check and report any items or equipment or work situation to the Technical Services Supervisor or Manager, which may be considered being of an unsafe nature, unusual occurrence or damage / vandalism which has taken place.
13. To ensure that all work equipment is used correctly, maintained in good working order and regularly inspected/serviced
14. The post holder will be expected to be responsible in their behaviour and to act in a polite and helpful manner with all aspects of their work involving contact with customers and the general public.
15. To take part in relevant training courses and development activities as directed by the Shetland Recreational Trust to maintain and improve knowledge and skills for the role.
16. To work at height where necessary for cleaning gutters, painting, roof repairs or inspection, using mobile access towers or mobile working platforms.
17. To assist in the general operation of the Technical Services Dept. including the possibility of collecting monthly water samples from across the network of facilities, or delivering equipment or chemicals for pool water management.
18. During the winter months, assist with the gritting and snow clearing of paths to ensure the general safety of customers and staff upon SRT premises.
19. During off-peak seasons, the post holder will assist our trade staff with undertaking maintenance works within SRT facilities. This work may be varied, where you will work alongside our joiners, mechanical, electrical trade staff, for instance testing and inspections, cable routing, plant room maintenance, drainage works or assisting with Portable Appliance Testing of equipment. In addition to this you may be required to undertake semi-skilled work duties by yourself.
20. To assist with the training and induction of others when deemed necessary.
21. To follow Shetland Recreational Trust's policies and procedures.
22. To undertake any other duties that may be considered appropriate for the role.
23. From time to time, the SRT may require the post holder to undertake duties outside those specified.

***These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.***

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## Person Specification

### 5. Experience / Qualifications

#### Essential

1. 3 Standard Grades at grade 3 or above, or equivalent.
2. Some ICT skills.
3. Experience in grounds maintenance, grass cutting, strimming and operation of associated machinery / equipment.
4. Experience of working outdoors for the majority of the working day, including during periods of inclement weather.
5. Experience of general repair and building maintenance works.

#### Desirable

6. Experience of semi-skilled mechanical, electrical and plumbing fault diagnosis and repairs.
7. Experience of working at height or confined spaces with associated work equipment.

### 6. Knowledge / Skills / Abilities

#### Essential

1. Full and valid driving licence and willing to travel across a wide geographical area within Shetland to attend at all SRT facilities.
2. Physically able for work outdoors involving a lot of walking, bending and manual handling.
3. General understanding of Health and Safety Regulations relating to maintenance works and safe operation of machinery and equipment.
4. Good verbal communication skills for effective team work and liaison with staff, customers and the general public.
5. Ability to work without direct supervision, demonstrating motivation and initiative.
6. Ability to understand written instruction in the form of maintenance requests or technical specifications for field markings or equipment setup / inspections.

#### Desirable

7. Ability to use computing equipment to retrieve work schedules or tasks, record works undertaken, input information, etc.

## 7. Personal Qualities / Attributes

### Essential

1. Commitment to providing excellent customer service.
2. Smart appearance, polite, friendly and helpful to others.
3. Ability to remain calm and work effectively under pressure.
4. Self-motivated and willing to use own initiative.
5. Punctual.
6. Flexible and adaptable for e.g. hours of work, duties, learning new skills, etc.  
The post holder may be required to work longer hours during the summer months, if necessary, to meet the demands of the service or particular events.

### Desirable

7. None.

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## 8. Additional Comment

The post holder is supervised by the Technical Services Manager, Technical Project Manager and Technical Services Supervisor, through daily contact by phone or in person. Technicians may be working in various locations in groups of 1-2 or may also undertake specific tasks on their own.

In the course of your duties you may have knowledge of, or access to information that is confidential. It is essential that such information is safeguarded in accordance with the UK Data Protection Act 2018; it should not be published or divulged other than to authorise personnel, or used for any unofficial purposes. In cases of doubt about what is confidential or who is authorised, your line manager must be consulted.

### Note:

Every job description in SRT will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team / operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment



## Employee Benefits – For Recruitment Purposes - Technical

### Staff Benefits –

All staff of the Trust are entitled to a discount of 50% on the MORE4Life Individual monthly subscription, and in addition, the Trust operates a Cycle2Work Scheme, which allows employees to benefit from Tax and National Insurance savings on the cost of a new bike.

Access to our free Employee Assistance Programme (EAP), provided by Care First to all employees of SRT.

This can provide a potential annual saving of £100's against normal subscription charges.

Get more information at: [www.srt.org.uk](http://www.srt.org.uk)

### Working Hours & Annual Leave –

SRT Technical Services Employees work a standard 37 hrs / week, starting at 0800 hrs each day, Monday to Friday.

The holiday year runs from 01 January to 31 December each year, during which time employees are entitled to 20 days paid annual leave each year, rising to 25 days per annum after 5 years continuous service.

In addition to this, employees are entitled to 13 days public holiday each year, with the exact dates being set at the start of each year.

### Work Life Balance & Family Friendly Policies

We have various policies in place to support employees with their work life balance and family commitments. These include: Holiday Entitlement, Occupational Sick Pay, and Family Leave, including; Maternity, Shared Parental, Adoption and Parental Leave.

### Company Pension Scheme –

Shetland Recreational Trust Employees have the benefit of an attractive pension scheme and are automatically enrolled into the Local Government Pension Scheme (LGPS) on commencement of their employment.

Low cost to you, with significant employer contributions; guaranteed future income; not impacted by financial fluctuations; once drawn, increases in line with inflation, protecting you from higher prices; and providing life cover of 3 years actual pay, from the moment you join)

For pension information please see: Joining the Scheme | Shetland Islands Pension Fund ([shetlandpensionfund.org](http://shetlandpensionfund.org)) or telephone 01595 744644 for more information.

### Workforce Development –

SRT are committed to workforce development and continuing professional development in all staff. We are committed to growing and developing our own talent and offering opportunities that enable individuals to develop to their full potential.

Staff training and development is considered on an annual basis with each employee.

### Workplace transport and Tools -

SRT Technical Services Employees are provided with a vehicle to provide transport between locations and a generous selection of tools to undertake the tasks. There is also a large heated workshop space to undertake pre-fabrication works prior to attending site.

### Distant Islands Allowance –

An allowance is applied in addition to the hourly rate (pro-rata), in line with the guidance received.