



# Site Groundskeeper and Maintenance Operative Application Pack

# Recruitment to the post of **Site Groundskeeper and Maintenance Operative**

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# 1 Application Process

To apply please submit your CV and a covering letter to:  
**recruitment@autismtogether.co.uk**

Closing date  
**4th February 2022**

Please ensure that your application details include:

- your current salary (remuneration),
- notice period

If you have any questions about the process, then please email us at: **recruitment@autismtogether.co.uk**

**For an informal discussion please contact Chris Cullen on 07391 407061**

# 2 Our Background

At Autism Together it is our mission to bring richness and joy into the lives of those on the spectrum. No two people with autism are affected in the same way, so we work with every single individual to help them lead fulfilling and meaningful lives.

We started life in 1968, when a group of forward-thinking parents, concerned at the complete lack of services available for their children, decided to stand up and be counted.

Since then, we have grown and developed into one of the country's leading providers of services for people on the autism spectrum, offering a wide range of residential options and day services. As a highly specialist provider, we recognise that each person has a right to live their life as they determine. Being person-centred is one of our core values and we live and breathe it.

Our highly-trained staff work with each individual to create a shared understanding of their strengths and needs, and to ensure that their

preferred way of communicating is respected and implemented by all staff. Not only do we care for those on the autistic spectrum, we also engage with our community to highlight understanding and awareness too.

Our Autism Champions project trains organisations and employees – from football club stewards to shopping centre staff - in awareness of autism and how they can make small changes to make life a bit easier for the autism community.

## 3 Our Ethos

Our philosophy remains firmly rooted in a belief that:

We begin with what people can do, not with what they can't do, by listening to the person with autism and acknowledging that they are the expert in their autism.

Our support begins with the person and a shared understanding of what is important to them, and what their strengths and needs are.

Our support approaches are individualised so that staff can communicate in different ways depending on each person's communication needs. Staff are all consistent in the way they use communication strategies with individuals.

People with autism can and do learn and change and our support approaches are focussed on developing lifelong learning.

Our autism strategies help people develop skills by taking into account their communication needs, thinking patterns, social understanding and sensory differences.

No two people with autism are affected the same way and everything we do is person-centred. At Autism Together we work with each individual person to help them overcome or soften the impact of these difficulties, to enable the person to lead a fulfilling and meaningful life.

As a specialist provider of support to individuals with autism, Autism Together recognises that each person has a right to live their life as they determine. In recognising this right we create a shared understanding of each person's strengths and needs, and ensure that the individual's preferred way of communicating these is respected and implemented by all our staff.

## 4 Our Vision, Ambition & Values

As an organisation our staff, the people we support and trustees have agreed our vision, ambition and our values which we all aspire to.

### What is Our Vision?

“Autism Together is a leading specialist provider of innovative services for people who have and who are associated with autism”

### What is our Ambition?

“To be recognised as being the best provider of autism services in the country”

### What are Our Values?

#### **We promote positive communication**

- We will be open and honest in our communication with each other but recognising that there will be times for confidentiality.
- We will listen to others' views and opinions.
- We will share information in a timely manner.
- We should not be fearful of raising legitimate concerns and issues.
- All communication should be professional and courteous.
- We will appropriately and positively use communication tools including email etc, as well as those which are autism-specific.

#### **Everything we do is person-centred**

- We are aware that our positive actions affect/promote people's lives.
- We are flexible and take into account people's personal circumstances.
- We are creative in our support of people.
- We include people in everything we do.

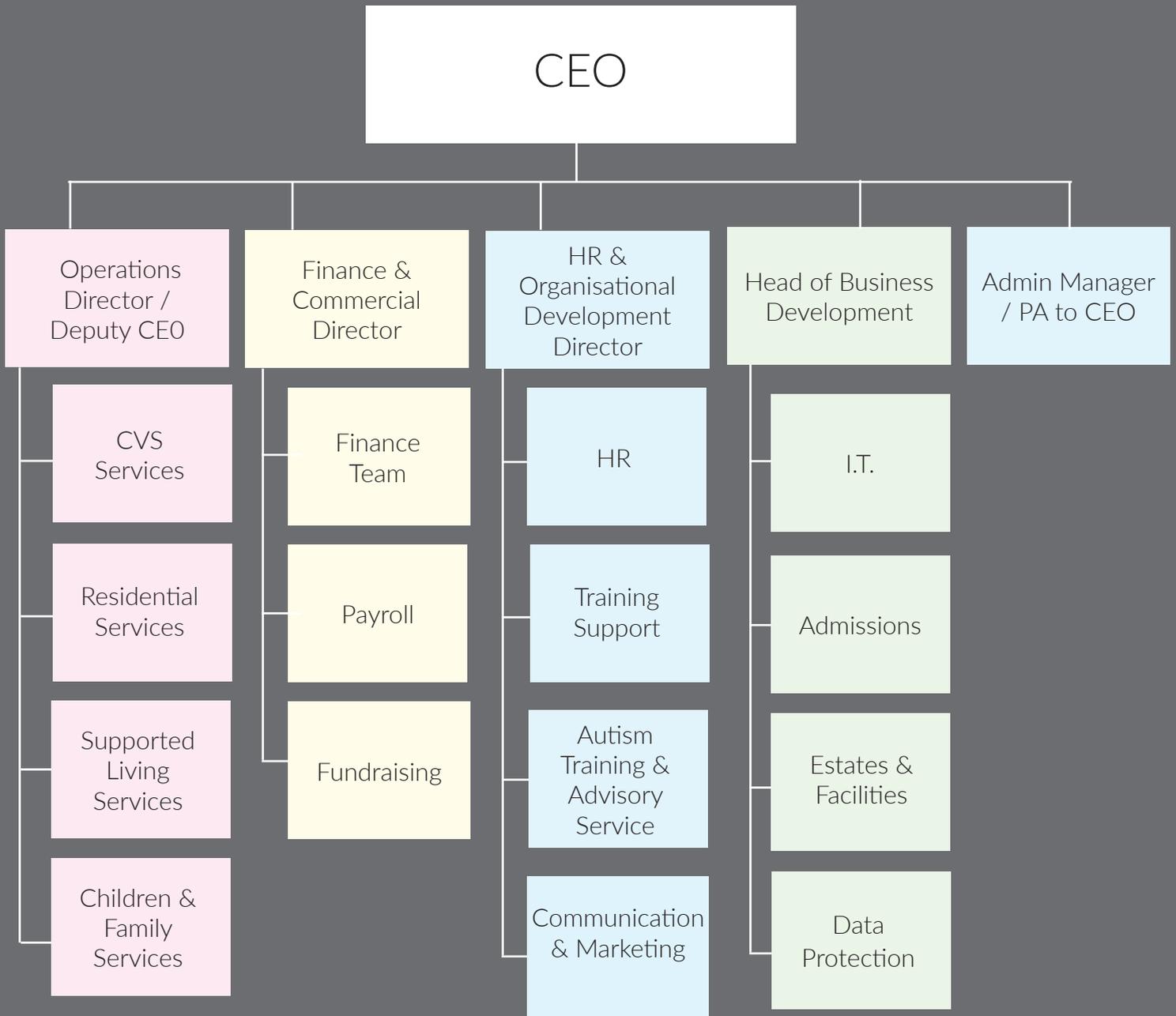
#### **We are an organisation that promotes learning**

- We recognise that everyone has the right to be developed and should have equal access to such opportunities.
- We take responsibility for our own learning.
- We create opportunities for learning.
- We respect individual learning styles.
- We seek out new, proven research to support learning.
- We are reflective about our practices; learning from experience.

#### **We are respectful**

- We treat everyone within the organisation and those we come into contact with at work with dignity and respect.
- We respect that we all bring different life experiences, culture and knowledge to the organisation.

# 5 Organisational Structure



## 6 Site Groundskeeper & Maintenance Operative

### Main Purpose of the Post:

Within the policy and aims of Autism Together, to undertake maintenance tasks relating to all aspects of the building trade, including where appropriate joinery, plastering, plumbing to buildings owned or leased by Autism Together

### Responsible to:

Head of Estates & Facilities, and in his absence Director of Business Development.

The Estates and Facilities Supervisor and Raby CVS Service Manager will be involved in the daily supervision of duties and performance.

### Responsible for:

Maintenance of buildings and grounds of the Autism Together

### Relationships:

To establish and maintain good working relationships with all staff, residents' visitors and third-party stakeholders.

### Location:

You will be based predominately at the Raby site. You may be required to work at any location within the company. The ability to utilise a company vehicle when in work for travel.

**Physical Conditions:** Work is performed in standing and sitting positions. The work is undertaken indoors and outdoors in various weather conditions.

### Tasks:

1. To perform basic grounds maintenance to the Raby site, such as cutting the grass, hedge trimming, managing weed control, and leaf raking/clearance.
2. Plant and nurture flowers and plants to ensure a pleasant and homely environment within the Raby site.
3. To maintain the cleanliness of the Raby Site, clearing rubbish and litter from the grounds.
4. Working with the House & Day Service Management teams to ensure the external areas of the buildings are tidy and appear well maintained.
5. Ensure a safe environment for staff, people we support and visitors by carrying out regular checks and adhering to health and safety regulations.
6. To oversee actions from the Health and Safety site audit and to work closely with the Health & Safety Advisor to identify and remove any potential hazards across the site and within Raby Day Service buildings.
7. To comply with Health and Safety Guidelines and work instructions issued by Senior Management.
8. To carry out planned and reactive maintenance works to the grounds and Day

Service buildings, as directed by the Head of Estates & Facilities, Raby CVS Service Manager or Estates & Facilities Supervisor.

**9.** Work with various different types of machinery and equipment, including tractor operating (full training will be provided).

**10.** To maintain stock levels and ordering of required materials.

**11.** Undertake and oversee the general maintenance of machinery and equipment.

**12.** To carry out repairs and/or replace all associated ground works where necessary.

**13.** To repair and renew paving, brick walls

**14.** To repair or renew foul water pipes and drainage work and components.

**15.** To carry out small painting jobs throughout the winter months or as directed.

**16.** To carry out some joinery and plumbing

jobs as per requirements

**17.** To report to the Head of Estates & Facilities or Estates & Facilities Supervisor, any other internal or external damage to the buildings, property or site.

**18.** To liaise with outside contractors or inspectors when requested.

**19.** Maintain accurate records with regard to ongoing building or grounds maintenance works.

**20.** To undertake basic mandatory training and development training where deemed appropriate.

**21.** You will be required to participate in on call duties on a weekly rota basis during weekday evenings and at weekends.

**22.** In exceptional circumstances, the Site Groundskeeper may be called in during off duty hours, to help deal with an emergency.

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#### Data Protection Act / GDPR

We are all expected to be aware of the Data Protection Act/GDPR and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

**Other:** To undertake any other duties pertaining to this post, which may, from time to time, be specified by the Head of Estates & Facilities and Director of Business Development. The post holder must prioritise tasks to suit the overall site requirements and minimise disruption to any site -based operation. They should be fully responsible for their own Health and Safety and other statutory compliance insofar as they relate to the task being carried out.

Able to work under own initiative, under pressure within structured timescales. Have a high quality approach to work. Customer focused, generates new ideas and working practices to exceed site user expectations without being prompted.

Reliable, physically fit, enthusiastic, willing to work outside in all weather conditions, and able to work as part of a team, or unsupervised when required. Site user focused, generates new ideas and ways of working.

To work with the people we support, assisting and

undertaking grounds maintenance tasks. Providing guidance on the tasks and use of machinery and equipment, whilst supervising.

Working with Day Service staff and the people we support to assist with various tasks as directed by the Raby CVS Service Manager.

Working predominantly outdoors in horticulture (planting/ machinery), woodland area, and residential area of site. The role may involve maintenance works around farm animal enclosures.

The post holder will not perform any tasks related to gas or electrical connections.

As with all posts, a high degree of confidentiality is expected at all times. At no times will the post holder discuss the residents, staff or any other matter connected with the Autism Together, outside of the company.

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This is intended as a guideline to main responsibilities of the post, and is not an exhaustive list of duties. This Job Description is subject to amendment, following, consultation with the post holder.

## 7 Personal Specification

	ESSENTIAL	DESIRABLE
Qualifications		Relevant training / Any building/ landscaping qualification
Knowledge	<p>Working knowledge of the application of Health &amp; Safety legislation in regard to general maintenance areas and safe systems of work</p> <p>Understanding of the importance of confidentiality</p>	Knowledge of people with Autism and learning difficulties
Experience	<p>Experience and proven record of carrying out general maintenance tasks to the required standard</p> <p>Experience and proven record of carrying out general landscaping and grounds maintenance tasks to the required standard</p> <p>Experience of working to deadlines and prioritising own work load</p>	<p>An understanding of and experience of the use of associated plant and machinery, including ride on mowers, hand mowers, hedge cutters, strimmer's, blowers etc</p> <p>Experience of the use of all hand tools</p> <p>Liaising with internal and external contractors</p> <p>Basic IT Skills</p>
Personal Qualities/	<p>Good verbal and written communication skills</p> <p>Initiative and forward thinking</p> <p>Organised and efficient</p> <p>Working as part of a close team</p> <p>Flexibility</p> <p>Commitment to the organisations values</p> <p>Ability to Drive/ Access to car</p> <p>Vaccination for Covid 19</p>	Present / deliver training to small groups

## 8 Terms and Conditions

### Salary:

This is a full time permanent position.  
The salary will be paid on the Autism Together point 22, currently £21,752 per annum.

### Hours:

Hours are 37.5 per week. Primarily worked between Monday – Friday 9.00am – 5.00pm (including ½ hour unpaid lunch break). you will be required to work some evenings and weekends as necessary. Attendance at meetings, courses etc. out of normal hours may be required.

On a weekly rota for on call, additional payments of £30 per shift.

The post is subject to a successful 6 month probationary period.

### Annual leave:

Annual leave is 5 weeks per year plus 8 days' statutory bank holidays. One additional days holiday is awarded following completion of 5 years' service and two additional days on completion of 10 years' service (pro rata)

### Pension:

Access to a defined contribution pension scheme through NEST with statutory contribution from the organisation..

### Benefits

Access to a tax free cycle to work scheme. (post probation)  
Comprehensive training programme  
Company benefits with discounts at local shops and leisure facilities.

### Location:

Raby Hall Road, Bromborough , Wirral, Merseyside, CH63 0NN