

Job Profile

Job Title	Grounds Maintenance Person
Responsible to:	Head Gardener (supervisory) and Housing Officer (line manager)
Line Management Responsibilities	None
Location	Darrick Wood Estate

Job Purpose

Under the supervision and direction of the Head Gardener, keep the external communal areas on the Darrick Wood estate tidy by carrying out all gardening and grounds maintenance tasks, maintaining an attractive, pleasant, safe and secure environment.

Key Responsibilities

- 1 Dig over and weed flower bed areas. Replace mulch as and when required.
- 2 Cut all grassed areas as required, removing all cuttings from pathways.
- 3 Keep all grass and flowerbed areas free of rubbish and litter and maintain the appearance of the grounds. Remove dumped rubbish.
- 4 Report graffiti and repairs to Customer Services.

Report fly-tipping to the Housing Officer.
- 5 Sweep and remove fallen leaves from site as far as practical

Work alongside the Caretaker and Head Gardener to ensure paths are kept clear of snow and ice, gritting and shovelling as necessary.
- 6 Remove litter and any dumped rubbish from the external communal areas as and when required to assist the Caretaker.
- 7 Prevent ivy from growing over brickwork.

Sweep and litter pick paths as necessary.
- 8 Prune shrubs and treat if required against pests and disease.
- 9 Carry out minor tree maintenance.

- 10 Cultivate and maintain planting and control invasive ground cover.
- 11 Keep stores clean and tidy.
- 12 Immediately report any health and safety or security concerns to Customer Services and the Housing Officer and take corrective action where appropriate.
- 13 Carry out hedge trimming as and when required to keep them neat and tidy.
- 14 Carry out inspections and maintenance of gardening equipment.
- 15 Assist the Caretaker with moving paladin bins every bin day and emptying litter bins as and when required.
- 16 Undertake weed killing when required.
- 17 Deliver leaflets on behalf of the Association.
- 18 Assist the Caretaker with testing and logging emergency lighting in blocks of flats monthly. Assist the Caretaker with changing light bulbs when necessary.
- 19 Attend team meetings and any other meetings as required and contribute to service improvements
- 20 Provide cover for the caretaking service during periods of holiday and sickness

Nature and Scope

Keniston aims to meet housing need, provide good quality well managed affordable homes and give the service residents want. Our core values are respect, openness, inclusivity, integrity, and excellence.

The primary purpose of the Grounds Maintenance Person is to work with the Head Gardener and Caretaker to provide a well-kept, safe, and positive environment for residents by providing grounds maintenance services to a high standard. This role informs the Housing Officer of local health and safety, housing management, and other resident issues that are important to maintain high levels of resident satisfaction. The Grounds Maintenance Person is supervised on a day-to-day basis by the Head Gardener but will also work alone on site, so the post holder must be self-motivated and able to use initiative. The Housing Officer has overall line management responsibility of the Grounds Maintenance Person. The post holder should take pride in their work and demonstrate good customer service skills. High levels of customer satisfaction are important to the Association, and the Grounds Maintenance Person has a key role in achieving this.

This role requires the ability to plan seasonal tasks and to flexibly respond to changing priorities arising from weather conditions, machinery breakdown, or health and safety concerns. The post holder must be able to undertake the physical demands of the role including moving large bins, use of garden tools and mechanised equipment such as mowers, strimmers, and hedge cutters.

To assist in maintaining the standards required across the estate, the postholder will be required to provide sickness and holiday cover for the caretaker. This may require flexibility around working patterns.

Key external contacts	Residents, contractors, suppliers, refuse collectors
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Dimensions

Financial	None
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Staff	None
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Hours of Work	15 hours per week, Monday to Wednesday. 07:00-12:00 on refuse collection days, 08:00-13:00 on remaining working days.
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Right to work	The post holder must demonstrate and maintain the right to work in the UK. This role does require a Disclosure and Barring Service check
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Knowledge, Qualifications and Experience

A qualification in Horticulture would be desirable, and some experience of garden maintenance and practical horticulture would be useful for this role.

The post holder should have a good knowledge of health and safety including COSHH and first aid.

Training will be provided as necessary for the role.

Agreed	May 2026
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