

Capel Manor College

Grounds Person/ Arboriculture Instructor

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Grounds Person/Arboriculture Instructor
Scale	Lecturing
Grade	Teaching and Learning point 31 spot salary
Responsible to	Head of School for Arboriculture, Agriculture and Environmental Conservation
Location	Enfield
Contract	Full-time, Permanent

Key Responsibilities:

The Grounds Person/Arboriculture Instructor is responsible for supporting all aspects of arboriculture, horticulture and landscaping within the College's grounds. In addition, they are responsible for providing instruction to students on Arboriculture courses at the College.

Responsibilities:

1. Care and maintenance of arboriculture plant, vehicles and equipment
2. Maintain a high standard within the College woodlands, farm and arboretum of tree works
3. Support aspects of horticulture and landscaping when required
4. Resource timber using tractors and timber trailers
5. Produce firewood and charcoal for sales
6. Produce timber products on the College saw mill
7. Providing demonstrations and technical instruction to students undertaking practical arboriculture work from Entry Level to Level 3
8. Carrying out practical assessments of students in line with awarding body requirements completing all necessary records
9. Supervising and allocating tasks for College students carrying out practical duties
10. Completing records relating to Arboriculture including risk assessments
11. Ensuring in liaison with other staff as appropriate the adequate security of machinery, tools and equipment at all times
12. Organising the provision of all equipment required for practical sessions within Arboriculture and maintaining equipment to best standards
13. Maintain the appropriate monitoring systems for all tools loaned to students on practical sessions. This to include the safe return of all equipment to the store in a clean and satisfactory condition and reporting of any broken or non-functioning equipment in need of repair to the Team Leader and other Instructors and arrange repairer
14. Ensure that lessons are delivered safely and that the health and safety of students and other staff is maintained at all times
15. Locate new work sites to undertake practical sessions (with the support of the Team Leader)
16. Any other reasonable duties of a comparable nature as required by the Line Manager

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Evidence of continuous professional development
- Recognised Arboriculture qualification
- Level 2 Certificate in Chainsaw Maintenance and Cross Cutting
- Level 2 Certificate in Felling and Processing up to 380mm
- Level 2 Award in Tree Climbing and Ariel Rescue
- Level 3 Award in Aerial Cutting of Trees Using Free-Fall Techniques
- Level 2 Award in the Safe Use of a Manually Fed Wood Chipper
- Level 2 Award in the Safe Use of Brush-Cutters and Trimmers
- Lantra Basic Tree Inspection
- Safe use of pesticides training
- Emergency First Aid at Work qualification

Experience

- Fully qualified grounds person with experience working within the arboriculture industry
- Previous experience working as an arborist
- A competent climber with significant climbing experience
- Experience working safely at heights
- Some experience training and supporting others would be useful
- Experience working with a range of arboriculture equipment

Skills, Abilities and Knowledge

- The ability to develop positive working relationships with individuals at all levels
- Sound administrative skills
- Effective communication skills with the ability to communicate effectively orally and in writing
- Effective organisation skills and ability to work on own initiative and as part of a team
- A keen focus on safe working practices
- A passion for high quality tree care

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required