



Job Description and Person Specification

Summary

Job title:	Grounds Maintenance Operative (Gardens)
Area:	Facilities Management - Estate Services
Reference:	EHS0421-1026
Grade and Salary:	Grade 2 - £24,699 per annum
Contract Type:	Permanent
Hours:	Full time (36.25h per week)
Location:	Campus based role, Ormskirk, Lancashire, L39 4QP
Accountable to:	Director: Facilities Management
Reporting to:	Grounds Manager (Estate Services)

About the Role

Facilities Management is a large, multi-award-winning support department whose services and campus environment contribute directly to the experience of students, staff, visitors and the wider community.

As Grounds Maintenance Operative (Gardens), you will help maintain the University's grounds, gardens, landscaped areas and external sports facilities to a consistently high standard. You will carry out horticultural maintenance, grass cutting, driving duties, litter picking, cleaning, seasonal work and event preparation, while providing excellent customer care

About Us

Founded in 1885 as the first non-denominational teacher training college for women, Edge Hill was born from a belief that education could – and should – change lives. It's a university that has always been shaped by those willing to move forward, even when it meant standing apart. Today, Edge Hill is a pioneering university defined by action, where staff play a vital role in connecting students to real skills, real networks and real futures.

The University's teaching, research and innovation transforms lives, creates opportunity and strengthens society. 62% of the University's research was classed as 'world-leading' or 'internationally excellent' in the 2021 Research Excellence Framework.

It has over 12,000 students studying at both undergraduate and postgraduate level. As a university based in the heart of the North West, it takes a connected approach in bringing together education, business, public services and communities.

Edge Hill was awarded University of the Year for Student Experience (Daily Mail University Guide 2026) and 5th in the UK Overall (Uni Compare 2026). In 2024, it was the first University to achieve Ofsted Outstanding for all phases of its Initial Teacher Training provision under the new Inspection Framework.

The University aims to create an environment in which colleagues can thrive, adapt and lead in a changing world. With a strong focus on continuous improvement, inclusion and wellbeing, the University places staff, students and communities at the heart of its success. For staff, this means the opportunity to contribute to a values-led institution, work collaboratively across disciplines and services, and build a rewarding career in an ambitious university community.

Continued investment in campus facilities and digital infrastructure supports an ambitious and inclusive working environment. This includes a £17.4m Life Sciences Building, alongside a £35m investment in brand new accommodation and a Students' Union building which opened at the beginning of October 2024. It has also been recognised as one of the UK's best green spaces for 14 successive years (Green Flag Award 2025).

The University is committed to providing staff and students with accessible, high-quality services, underpinned by innovation, collaboration and a culture that values people.

Duties and Responsibilities

1. Horticultural maintenance, including planting, pruning, maintaining flower beds and borders, hedge trimming, grass maintenance and weeding hard and soft landscaped areas.
2. Use motorised equipment safely, including pedestrian and ride-on mowers, trimmers and hedge trimmers. Appropriate training will be provided.
3. Undertake jet washing, litter picking and general external cleaning, including emptying cigarette bins and safely dealing with broken glass, dog fouling and occasional animal remains.
4. Report graffiti, vandalism, equipment defects and other hazards promptly.
5. Complete seasonal duties, including leaf clearance, gritting, snow removal and monitoring grit-bin supplies.
6. Drive University utility vehicles and cars, including occasional off-site journeys.
7. Support event and function preparation and presentation, and assist sports-ground colleagues with maintenance as required.
8. Meet service level agreements and work schedules while maintaining consistently high standards.
9. Communicate effectively with colleagues and provide excellent customer service to students, staff and visitors.
10. Complete machinery safety checks, daily work logs, annual leave requests and other required administration using IT and mobile devices.

11. Participate in mandatory training, performance and development reviews, one-to-one meetings and team meetings.
12. Follow safe systems of work, wear the supplied uniform and personal protective equipment, and take reasonable care of your own health and safety and that of others

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; complete all mandatory training and induction modules, including Equity, Diversity & Inclusion and Health & Safety; engage in appropriate learning and development activities; actively participate in performance review; demonstrate excellent customer care; contribute to an inclusive environment for everyone; respect confidentiality; act in a sustainable and environmentally conscious manner; and proactively consider accessibility in all aspects of your work.

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
A relevant horticultural qualification or equivalent practical experience.	Desirable	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Experience of horticultural or grounds maintenance work, including planting, pruning, weeding and maintaining grassed or landscaped areas.	Essential	Supporting statement and Interview
Experience of using grounds-maintenance machinery or similar motorised equipment safely.	Essential	Supporting statement and Interview
Knowledge of safe working practices, including manual handling and the use of personal protective equipment.	Essential	Supporting statement and Interview
Experience of driving utility vehicles or cars for work purposes.	Desirable	Application and Interview
Experience of providing customer service in a public-facing environment.	Desirable	Supporting statement and Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Ability to undertake physically demanding outdoor work safely in all weather conditions.	Essential	Application and Interview

Criteria	Essential or Desirable Criteria	Method of Assessment
Ability to organise daily tasks, follow work schedules and meet service standards consistently.	Essential	Supporting statement and Interview
Ability to work effectively as part of a team and communicate clearly with colleagues, students and visitors.	Essential	Application and Interview
Ability to use IT and mobile devices for training, safety checks, work logs and routine administration.	Essential	Application and Interview
Commitment to excellent customer care, inclusion, sustainability and maintaining a clean, safe campus.	Essential	Application form and Interview

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact Neil Toner, Grounds Manager at tonern@edgehill.ac.uk.

Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person

specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).

- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment
- **Right to work in the UK –** This position does not meet the eligibility requirements for sponsorship under the skilled worker route within the UK visa and immigration service's points-based system. Therefore, Edge Hill University is not able to sponsor individuals who require permission to work to carry out this position.
- **Start date:** A start date will be arranged after pre-employment checks are completed.