



JOB DESCRIPTION

Job Title:	Garden Assistant/ Handyman including on-call
Reports to:	Estate Manager /Building Manager
Working closely with:	Grounds Staff; Facilities & Site Manager; Site Assistant
Location:	Oak Hill College, Southgate, London
Date:	January 2018

ABOUT OAK HILL

Oak Hill College is a Christian theological college in North London, training students for ministry in the Church of England and Independent churches. Oak Hill is an Enhanced Validated partner of Middlesex University.

Purpose of role

- To assist in maintaining the grounds and buildings of all Oak Hill properties.
- To be a member of the on-call rota.

Main duties/responsibilities

Depending on weather and the work schedule responsibilities are to undertake general site duties including, but not limited to:

- Changing light bulbs and ensuring other fixtures and fittings are in good working order
- Plumbing (not gas) and carpentry
- Room set up for meetings/conferences etc.
- Assembling furniture or equipment
- Painting and decorating
- Clearing gutters and drains
- Maintaining property exterior through the different seasons
- Prepping/weeding/tending/planting/pruning beds and borders, trees, plants and shrubs
- Lawn mowing/meadow cutting with either ride on or walk-behind mowers
- Hedge cutting
- Leaf collecting
- Hard and soft landscaping
- Maintaining garden furniture and structures
- Builder's labouring
- Contributing to the out-of-hours on call rota
- Operating building management systems –like fire alarm, intruder alarm, sewage pump.

Oak Hill College will review, amend and update the Job Description, from time to time in consultation with the post holder.

Miscellaneous

The post holder shall be expected to carry out other duties from time to time, which are broadly consistent with this role.

The post holder will be expected to carry out duties with full regard to Health& Safety

PERSON SPECIFICATION

Job Title: Garden Assistant/ Handyman including on-call

The person appointed must demonstrate:

- Relevant experience/training in gardening, DIY and trade skills
- Ability to work to a high standard
- Basic computer literacy
- Willingness to learn
- Flexibility.

Additional Requirements:

- Live within 20 minutes of Oak Hill by public transport
- The right to work in the EU
- Three references
- Clean Driving licence
- Enhanced DBS check and agreement with College Code of Practice
- Sympathy with the ethos and aims of the College.

Hours:

- 8.00am to 4.30pm Monday to Friday with 30 minutes for lunch
- Discretionary Time Off in Lieu for on-call call outs.

Remuneration Package:

- Salary details available on enquiry
- Stakeholder Defined Contribution Pension Scheme
- Annual leave will be 24 working days plus public holidays
- Annual leave to be allocated over Christmas / New Year period.

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