|  |  |
| --- | --- |
| Main location | Portland College Nottingham Campus |
| Hours | Variable – Monday – Friday |
| Reports to | Enterprises Manager |
| Start date | Immediately |

|  |
| --- |
| We are expanding our specialist Further Education provision into Nottingham, bringing the Outstanding Portland experience to even more people. Our new Nottingham Campus on Forest Road West will offer a range of programmes for learners of all levels, including work experience, Supported Internships, and Preparation for Adulthood sessions, all designed to support employability, independence, and personal growth.  We are looking for a dedicated Grounds Maintenance Assistant to help maintain the condition of our new campus. This role is crucial for ensuring a welcoming and safe environment for our learners, staff, and visitors.  Join us in creating a pleasant and well-maintained campus environment that supports the educational and personal development of our learners. |
| What you will be doing |
| * Weeding flower borders and garden areas * Sweeping and litter picking around the building, car park, and pavement * Cleaning outdoor steps from fire exits, including scrubbing and removing debris * Maintaining and emptying outdoor bins * Trimming and edging grass and bushes * Clearing and removing fallen leaves and branches * Checking and reporting any maintenance issues or safety hazards |

|  |
| --- |
| Other information |
| Working relevant hours to support business needs are generally Monday –  Friday 09:00 – 16:00 with a 30-minute break, however the roles hours are flexible and will only require a couple of hours support each week.  Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff and volunteers to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.  Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature of post holder Date**  I have read and accept the duties and responsibilities outlined in this role profile. |