



NATIONAL HORSERACING COLLEGE PERSON SPECIFICATION	Ref: HR1-19 Revision Date: 13/03/2024 Revision: 1
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POST TITLE: GROUNDS MAINTENANCE OPERATIVE	DEPARTMENT: MAINTENANCE
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Specification	Essential	Desirable	Identified by
Qualifications and Training <ul style="list-style-type: none"> GCSE's or equivalent, including mathematics and English. An appropriate grounds qualification, or proven grounds experience Amenity tractor with trailed implements and loader or a willingness to work towards and achieve this. PA1 & 6 spraying qualification. Full clean Driving Licence 	x x x x	 x	AF/CQ/I AF/CQ/I AF/CQ/I AF/CQ/I
Work experience. <ul style="list-style-type: none"> Proven experience of grounds maintenance and associated work Experience of identifying grounds maintenance solutions and estimating costs, time, and materials Experience of maintaining equine surfaces (woodchip and fibre sand) Experience of the operation of all ground's maintenance equipment / machinery including tractors, ride on mowers, pedestrian lawn mowers, petrol strimmers, hedge cutters, brush cutters and air blowers 	x x x	 x	AF/I/R AF/I/R AF/I/R AF/I/R
Skills, Knowledge & Abilities <ul style="list-style-type: none"> Well organised, able to juggle several tasks simultaneously and to adapt to change. Ability to meet and deal tactfully and courteously with fellow employees and vendors / contractors. Ability to determine material, equipment, and supplies to be used for each task, and to transfer equipment from one project to another as necessary. Ability to perform various clean-up and maintenance tasks as needed. Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties Excellent awareness and practice of confidentiality An awareness of equality and diversity issues in a training / educational environment Proactive and enthusiastic with a positive flexible approach to problem solving. To be able to work with the minimum of supervision. Ability to work under pressure and to prioritise. Ability to work outdoors all year round in all weather conditions 	x x x x x x x x x x x	 x	I/R I/R I/R AF/I/R I/R I/R AF/I/R AF/I/R AF/I/R AF/I/R
Personal Attributes <ul style="list-style-type: none"> Adaptable / flexible Demonstrate initiative. Assertive although calm under pressure Positive Attitude (constructive, optimistic, willing individual) Accountable (being responsible for your actions) Personal Integrity (acting ethically, communicating openly and honestly) Willingness to undertake further training and learn new skills. A willingness to undertake additional tasks and responsibilities as directed. 	x x x x x x x x		AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R

Completed by: Michelle Bardsley (HR & Lead Admin) Stephen Padgett (CEO)	Date: March 2024
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Key AF = Application Form CQ = Certificate of Qualification R = References
 OT = Occupational Testing CRB = Criminal Records Bureau I = Interview

This specification has been prepared in line with the requirements of the College's Equality & Diversity Policy.