

Job Description

Post/Job Title:	Landscaping Assistant
Ref:	450
Location including building:	Talbot Campus, Lansdowne Campus, BU Sports Campus, Chapel Gate
School/Professional Service:	Office of the Vice-Chancellor
Group/Section:	Sport & Culture, SportBU
Duration if temporary:	N/A
Normal hours per week:	37 (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Number of working weeks if term-time only:	N/A
Grade:	3
Accountable to:	Head Groundsman, Assistant Groundsman
Responsible for or supervises:	N/A
Special conditions:	N/A

Job Purpose

The main purpose of this role will be to maintain the external and internal landscaping at Talbot and Lansdowne Campuses, while supporting the grounds team at BU Sports Campus, Chapel Gate.

To support the external and internal spaces with grounds maintenance tasks, and ensuring all machinery and tools are in a safe working order. To make sure the grounds at all campuses are in a clean and in an attractive state at all times.

Main Responsibilities

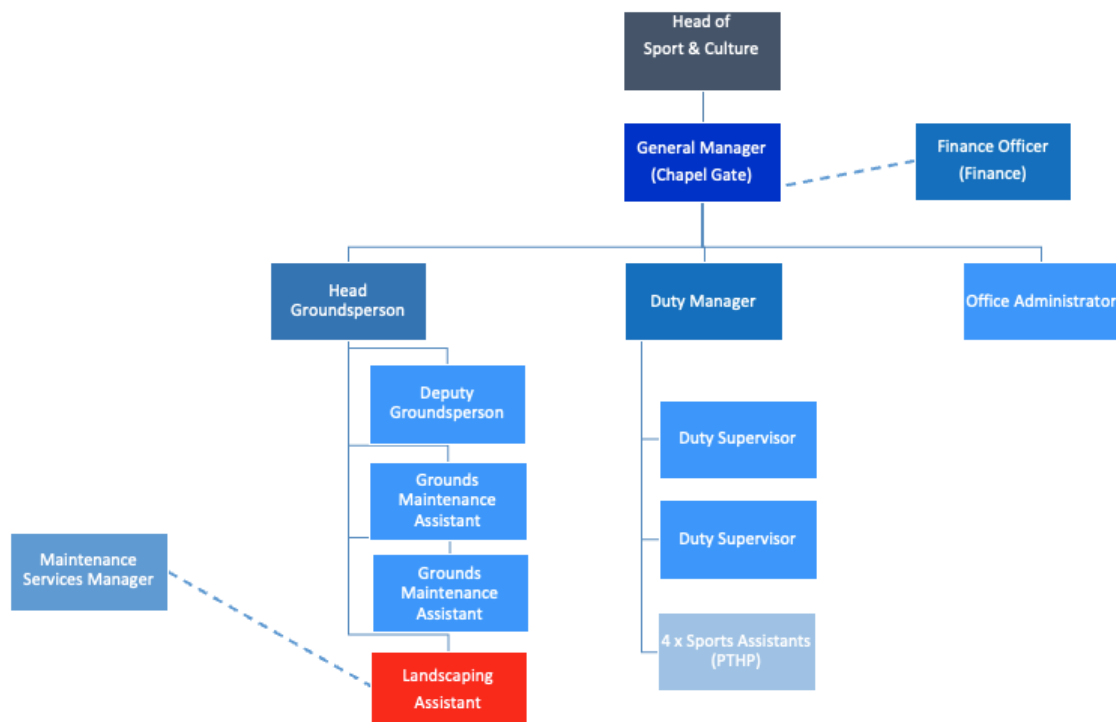
1. To ensure that all campuses are maintained as clean and attractive sites, including but not limited to hedges, lawns and general litter clearance;
2. Support the Head Groundsman and Assistant Groundsman in maintaining tools and/or equipment so that they are available in safe operating condition;
3. To assist in the preparation of grounds for all special events held on site;
4. To ensure a suitable number of waste bins are located around the site, and that these are regularly emptied;
5. Liaising with the relevant teams about any current or future bookings and any relevant details.
6. Advising the management team on all aspects of grounds operations so that the department does not work in isolation but contributes to the success of the site as a whole;
7. Working with suppliers in order to procure suitable materials that are required for the operation of the grounds machinery;

8. Liaise with the Estates team if any assistance is required with physical and mechanical facilities;
9. Work with the Head Groundsman in the procurement of any subcontracted services;
10. To assist the Head Groundsman with financial information for budget planning;
11. To assist with the maintenance and provision of playing surfaces, and ensure that all pitches are fully inspected as close to the start time of use as possible;
12. Have an understanding of relevant materials (such as herbicides, pesticides and fertilisers), their intended use, and how they should be applied.
13. Be fully knowledgeable of all Health and Safety regulations appertaining to the operation of the grounds eg COSHH assessments, Manual handling and undertake all relevant risk assessments ensuring the health and safety of all users/visitors;

Additional Responsibilities

1. Participate in SportBU and University wide events (e.g. open days, fresher's activities) where appropriate;
2. To act actively contribute to the delivery of the SportBU plan within the remit of your job, with the ultimate aim of achieving BU2035 and enhancing student experience and providing a high quality service to all.
3. To undertake any other duties as required;

Organisation Chart



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Contacts

Internal: SportBU colleagues, Chapel Gate colleagues, Estates colleagues, Students, Staff,

External: Customers, Manufacturers and Suppliers, personnel appropriate to industry

Dimensions

- N/A

Challenges

- To ensure the internal and external landscaping are maintained to the highest achievable standards.
- This role is integral to the successful and effective running of BU campuses.
- The challenge lies in the diverse range of tasks involved within this role with a wide ranging team.
- The person must be proactive and autonomous to identify problems and find solutions swiftly whilst delivery a high level of service.

October 2025



Person Specification

Post / Job Title: Assistant Groundsman		Ref No: 450
School/Professional Service: SportBU, Student Services		Date: October 2025
SELECTION CRITERIA		Essential / Desirable
Knowledge (including experience & qualifications)		
Degree or equivalent qualification/experience in a relevant subject area		D
Experience working in a landscaping environment		E
Mechanical understanding of grounds maintenance machinery		E
Sound knowledge of health and safety legislation appropriate to the landscaping and grounds maintenance		E
Experience of successfully operating in a dynamic team environment		E
Knowledge of HR policies and procedures		D
Knowledge of BU policies & procedures		D
Supervisory/management qualification or equivalent experience		D
Experience of working in a HE environment		D
Skills		
Excellent interpersonal communication skills with the ability to build effective working relationships with a wide range of customers & contacts		E
Ability to work on own initiative within a busy team environment		E
Excellent time management skills – ability to juggle multiple tasks and varied workload with deadlines being met		E
Proven ability to manage, lead, mentor and motivate/inspire staff around you		D
Ability to effectively delegate		E
Ability to review, recommend and implement changes to structure/systems		E
Proven problem solving ability		E
Excellent IT skills and numerical skills		D
Ability to effectively influence those around and above you		E
Attributes		
Flexible approach to the working day/week		E
Continually be a positive role model and an excellent team player with a positive can-do attitude		E
Excellent attention to detail		E
Assertive but with reservation, diplomacy and tact when appropriate.		E
Creative flair with an ability to generate new ideas for service delivery		E
Pro-active in engaging with all elements of the business, keen to learn and grow within the department		E