

JOB DESCRIPTION

JOB TITLE	Grounds Maintenance Operative
DATE	July 2025
DIVISION	Healthcare & Education (SEF)
SITE / OFFICE	Designated Region – SEF
REPORTS TO	

ROLE OVERVIEW

This recruitment campaign is being managed by **OCS Group UK** on behalf of **Sussex Estates and Facilities LLP (SEF)** - which is a partnership formed between OCS and the **University of Sussex**. SEF is the direct employer for this role and is responsible for delivering facilities management services across the University of Sussex estate.

OCS is proud to partner with the University of Sussex in this long-term collaboration. With a workforce of over 50,000 colleagues and a turnover exceeding £2 billion, OCS is a market leader in delivering innovative and award-winning services across facilities management, including hard services, cleaning, security, and catering. These strengths underpin our commitment to excellence in the SEF partnership.

Our shared mission is to enhance the University campus by ensuring it operates smoothly and efficiently, aligning with the University's values and commitment to sustainability. Together, we are dedicated to making the campus a better place for students, staff, and the broader community. The partnership is built on the core values of **Trust, Respect, Unity, and Empowerment**, guiding how we work and deliver services.

Please note: The employing organisation for this role will be Sussex Estates and Facilities LLP.

Undertake general grounds maintenance duties - ensuring a very high standard of work is always maintained.

Maintenance duties are to include both mechanical and manual operations and will cover the broad spectrum of grounds maintenance.

Responsible for the health and safety of themselves, their work colleagues and others who may be affected by their activity, working in accordance with the safety policies of Sussex Estates Facilities.

KEY TASKS & RESPONSIBILITIES

- Perform general grounds maintenance to a high standard, including both mechanical and manual tasks.
- Maintain amenity lawns, high-profile areas, and off-campus gardens.
- Carry out soil cultivation, planting, pruning, mulching, watering, and weeding.
- Undertake weed and moss control and keep paths and borders clear of litter.
- Safely operate and maintain grounds machinery (ride-on mowers, tractors, trimmers, leaf blowers).
- Empty litter bins according to schedules.
- Perform gritting and snow clearing duties when required.
- Ensure safe use, storage, and disposal of pesticides.
- Maintain a clean and secure work area and yard.
- Promote health and safety and comply with SEF QSHE requirements.
- Support biodiversity and sustainability initiatives.
- Assist with manual tasks and other duties as directed.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Good basic education with English and numerical skills.
- Full UK Driving Licence.
- Practical experience in grounds maintenance on a large estate.
- Hands-on team working ability.
- Good knowledge of grounds maintenance operations and safe equipment use.
- Ability to manage time effectively and work well in a team.
- Understanding the importance of maintaining high standards for campus users.
- Positive attitude, responsive to deadlines and customer requests.

Desirable:

- Lantra/NPTC qualifications for powered and ride-on equipment.
- Previous employment in land-based industry.
- Advanced knowledge of grounds maintenance and machinery repair.
- Tractor driving experience.
- Experience working in educational, public, or private sectors.

Acceptance of role

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature:

Date:

Name:

(Line Manager)

Signature:

Date: