



## Job Vacancy Information Pack

### Post: Grounds Assistant

**Job Reference: EX498 (please quote on application form)**

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
  - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
  - Accepted methods of application and how to submit.
3. Application form
  - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
  - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
  - A list of essential and desirable criteria for the post.

## Important Information

### The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 400 animals across 70 different species. We aim to provide a quality, value for money experience that excites and inspires our guests.

### Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment.

Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.



As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunities monitoring form at the end of the job application form. The equal opportunities monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

### **Yorkshire Wildlife Park's Mission Statement**

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

### **The Grounds Department at Yorkshire Wildlife Park**

The grounds department are responsible for maintaining lawns, woodland and landscaped areas to a high standard. The team ensure planted areas are watered in line with weather conditions and species requirements. The department are also responsible for the planting and maintenance of seed beds as directed by the Grounds Team Leader.

### **Use of Curriculum Vitae (CVs)**

Our policy is to recruit and employ our employees on the basis of their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

### **Shortlisting**

To ensure that the people we employ are matched to the role and our business aims, we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP, that as a minimum they meet the essential criteria outlined in the person specification.

Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.

### **Pre- employment Checks**

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references.



## How to Apply

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via email:

[recruitment@yorkshirewildlifepark.com](mailto:recruitment@yorkshirewildlifepark.com)

## Application Form

The YWP application form is available to download from the vacancies page of our website in pdf and word format.



## Job Description

<b>Job Title:</b>	Grounds Assistant
<b>Reporting to:</b>	Grounds Team Leader/ Deputy Grounds Team Leader
<b>Department:</b>	Grounds

### Primary Responsibilities

To work under the direction of the Grounds Team Leader/ Deputy Team Leader, undertaking general grounds tasks related to the upkeep and presentation of the landscape of the site.

### Key Work Objectives

To work as part of a team to complete daily grounds tasks as directed by the Grounds Team Leader/ Deputy Team Leader including:

- Maintenance of lawns, woodland areas, plants and landscaped areas.
- Undertake strimming of grassland areas when required.
- Planting around site and watering of flower beds.
- Maintenance of existing hedgerows, planting of new hedgerows and woodland areas.
- Assist with car park duties as required.

### General

- Maintain high levels of professionalism, service and personal appearance.
- To be responsible, along with other staff members, for compliance with health and safety regulations for staff and visitors.
- Undertake any other reasonable duties as requested by the management team.



## Job Description

<b>Job Title:</b>	Grounds Assistant
<b>Reporting to:</b>	Grounds Team Leader/ Deputy Grounds Team Leader
<b>Working Hours:</b>	Basic of 40 hours per week scheduled in accordance with business requirements. To include weekends and bank holidays as required.
<b>Salary:</b>	£20,134 gross, per annum
<b>Contract:</b>	Permanent (subject to the successful completion of a probationary period)

### **Main Duties & Responsibilities:**

- Maintenance of all on-site horticulture.
- Assist with the general upkeep and maintenance of the site.
- Assist with car parking duties when required.

### **Candidate:**

- Able to work under pressure and to a tight schedule.
- Basic horticulture knowledge with a strong desire to progress professionally within this field.
- Personable and enthusiastic.
- Able to undertake physically demanding work in all weather conditions
- Excellent interpersonal skills with a flexible approach to work.
- Must be a team player with the ability to multi-task.
- Must be flexible and able to work during our peak times which include weekends, bank holidays and school holidays.

**Start Date:** As soon as possible

**Closing date for applications:** Sunday 29<sup>th</sup> January 2023.



## Person Specification

### **JOB TITLE: Grounds Assistant**

<b>Assessment Criteria</b>	<b>Essential (E) Desirable (D)</b>
<b>Experience</b>	
Strimming (wire & blades)	D
Hedge cutting/pruning	D
Back-pack blowers	D
Ride/ Push mowers	D
2 Wheel Rotavtors	D
<b>Skills/ Abilities</b>	
Personable and enthusiastic	E
Ability to work as part of a team	E
Ability to undertake physically demanding work in all weather conditions	E
<b>Knowledge</b>	
Layout of plants & shrubs e.g. beds	D
Hedgerow and woodland planting	D
Planting, staking and underpinning root ball trees	D
Basic ground care	D
Turf laying, seeding and top dressing	D
Set-up of watering systems e.g. use of sprinklers and bowsers	D
<b>Qualifications</b>	
Full UK driving licence	D
Brushcutters/ Trimmers – Maintenance and Operation Certificate	D